

Arizona Department of Education

Student Accountability Information System

Student Database Transaction Requirements

• Integrity Checking Processes

Version 2.1

last updated May 1, 2003

Arizona Department of Education
School Finance Division
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Phoenix, Arizona 85007-3209

*For updates to this document, see the SAIS project contact in section **Contacts**.*

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Revisions

Below is an inventory of the revisions made to this document since publication of version 1.0. (The revisions made while this document was in Draft form are not included in this list.) Each time a revision is made the following sections, if included in this document, will also be updated: **Table of Contents, List of Figures, List of Tables, Issues.**

5/1//2003 Version 2.1 published.

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|-----|---|---|--|
| 2.1 | Entire document: Split Integrity processing into discrete failure points for ADM, SPED, Year End Enrollment, etc. . For each ERROR condition, noted which failure point that ERROR should trigger. Added new section 1.2 How Integrity Works to explain the process. | Integrity had a single failure point; i.e., an Integrity problem with a Year End Status would cause the student to fail Integrity for all SAIS processes (ADM, etc.). | Janice McGoldrick, MIS PMO; Venkat Maddipatla, Developer; Juan Reza, Developer |
| 2.1 | 1.3 District and School Types: Changed section number (used to be 1.2). Updated list of DOA Exceptions for FY 2003 (these identify which Accommodation entities may be listed as a DOR. | list had not been updated for FY 2003 exceptions. | Bruce Schmitz, School Finance; Jim Whelan, MIS QA; Janice McGoldrick, MIS PMO; ticket 11453 1/9/2003 |
| 2.1 | 2.2 Ensure full coverage for required elements: Fixed wording: If Attendance method is being used to report instructional time received, and a period of time exists for which there is no attendance record reported, SAIS will assume that the student's attendance during that period was zero. | previously said SAIS "may" assume zero | Janice McGoldrick, MIS PMO |
| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; General rules for districts in SAIS: Changed error message 9017 to 43133. | previous message number was shown in error | Janice McGoldrick, MIS PMO |
| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; District of Residence (DOR), rule 3 DOR dates cannot have a gap: Expanded error message 43104 to say "No DOR for dates {start} to {end} OR DOR assignment is missing for all or part of this membership." | previous message only said no DOR existed for the gap dates | Janice McGoldrick, MIS PMO |
| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; Rule 18.8: Added note to advise that DOA Exceptions change from one fiscal year to the next, and sometimes there might not be any DOA Exceptions in effect. | did not explicitly state this | Janice McGoldrick, MIS PMO |
| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; Rule 18.10 DOR State Institute exceptions, rule 18.10.5: New exception for student with physical DOR of Ft. Grant, funded DOR of Ft. Thomas, DOA Dan Hinton Accommodation (tuitioned here). | situation did not previously exist | Mario Salinas, School Finance; Mardy Cruz, MIS QA; Janice McGoldrick, MIS PMO; ticket 10502, 12/2/2002 |
| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; Rule 18.13.a: Expanded error message 43127 to "School is not approved for this grade OR the DOA (district) is not approved for this grade." <i>The message text depends on the error.</i> | previously only advised if school was not approved for the grade | Janice McGoldrick, MIS PMO |
| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; Rule 18.13.f: Expanded error message to "This Private / Special Education school is not approved for the grade submitted." <i>The message text depends on the error.</i> | previously did not state the type of school. | Janice McGoldrick, MIS Software Development Mgr |

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| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; section DOA / DOR / CEC combination: rules 19.1, 19.2, and new rule: Charters (DOA or DOR) may not have CEC's. Changed wording of message 43123. | previously allowed Charters to have CEC's. | Rose Whelihan, School Finance; Mardy Cruz, MIS QA; Janice McGoldrick, MIS PMO; ticket 10688, 2/24/2003 |
| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; section DOA / DOR / CEC combination: rules 19.7, 19.8, 19.9: Removed "Charter" from further validations for CEC's. Removed exceptions. Changed message from 43123 to 43138, When CEC, DOA or DOR must be public but not both. | previously allowed Public and Charters to have CEC's, hence Charters were included in the validations. | Rose Whelihan, School Finance; Mardy Cruz, MIS QA; Janice McGoldrick, MIS PMO; ticket 10688, 2/24/2003 |
| 2.1 | 2.3 Synchronize DOA, DOR, Tuition Payer, and Special Enrollment; DOA / DOR / Open Enrollment combination: Added new edit that if Tuition Payer is Open Enrollment, then DOA and DOR cannot be the same. Added error message 43137. | new section, edit, and message did not exist | Charity Torrez, Technical Writer (Footprints ticket 10152) |
| 2.1 | 2.5 Synchronize Activity Codes: Rule 4: Added the rule that a lag period is allowed before SAIS will perform the validation that every student must end the school year with a year end status OR a withdrawal. Clarified that this withdrawal cannot be followed by a readmission | previously implied that this edit would be performed as soon as the school year ended | Karen Jones, TUSD, ticket 14581. |
| 2.1 | 2.5 Synchronize Activity Codes: Rule 5: Added a note that for a student having a summer withdrawal and a year end status, the two events can take place at different schools. | previous wording implied that the two events had to have taken place at the same school | Janice McGoldrick, MIS Software Development Mgr |
| 2.1 | 2.7 Validate Grade Exit Status: When checking the LAST GradeMembership, if there's no grade for the membership, change message to "Exit Status and/or Grade Exit Date is missing", change error 43404 to 43402. | previous message said the grade was exited but no subsequent grade (illogical) | Venkat Maddipatla, software developer 11/14/2002 |
| 2.1 | 2.7 Validate Grade Exit Status: When checking the LAST GradeMembership, if there's an exit status BUT there's no student withdrawal, change message to Grade assignment is missing for all or part of this membership, change error 43404 to 43401. | previous message said the grade was exited but no subsequent grade (illogical) | Janice McGoldrick, MIS PMO; Venkat Maddipatla, software developer; 2/9/2003 ticket 7968 |
| 2.1 | 2.7 Validate Grade Exit Status: When the grade exit reason doesn't jive with the movement between grades, change error to 43412 to 43405. | previous message said @@ | Janice McGoldrick, MIS PMO |
| 2.1 | 2.7 Validate Grade Exit Status: Changed message from @@ to 43407. | previous message number not listed in the document | Juan Reza, software developer 3/28/2003 |
| 2.1 | 2.8 Synchronize Grade/Age: Allow that a student meeting the kindergarden age requirements and receiving SPED Group B services may be graded as UE. The impact is that this child will generate full funding rather than half, as statute requires for all kindergarden students. Added full explanation and a sample senario of this new interpretation of 15-901.A.2.b.i. | previously, all kindergarden-age students could only generate funding (at the half-funding rate) if they were graded as KG | Vicki Salazar, SF; Mario Salinas, SF; Steve Mishlove, ESS; Janice McGoldrick, MIS PMO; ticket 12511, 3/4/2003; based on input from TUSD and Creighton. |
| 2.1 | 2.9 Synchronize FTE & Share Rule 4: Added a note that rules governing aggregation can be found in the Aggregating Student Detail document. | document for internal ADE use in designing the aggregation component was not previously mentioned | Janice McGoldrick, MIS PMO |
| 2.1 | 2.9 Synchronize FTE & Share, section Student Membership FTE: changed message 443701 to 244102. | invalid error message number assigned to informational message. | Janice McGoldrick, MIS PMO |

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| 2.1 | 2.9 Synchronize FTE & Share: Removed section School Membership Share , because this element is not used in SAIS any longer. | previously was used to calculate ADM when LEAs shared a concurrently enrolled student, but data from LEAs shows that this feature is almost never used; previous text still exists, but has been marked as hidden | Randy Morter, software developer, 10/24/2002 |
| 2.1 | 2.9 Synchronize FTE & Share , sections Absences for a single membership and 2.12 Attendance dates outside enrollment period: changed message 444101 to 444103 in document to synchronize with system. | document did not match system operation. | Janice McGoldrick, MIS PMO |
| 2.1 | 2.9 Synchronize FTE & Share , sections Absences for a single membership and Absences across multiple concurrent memberships for high school only: New validation: Generate an error if total absence amount on the first day of membership OR on the day of withdrawal is equal to or greater than the FTE amount (statutorily, a student must be in at least partial attendance on each of those days). | validation did not exist | Janice McGoldrick, MIS PMO |
| 2.1 | 2.10 Synchronize Absence Amounts and FTE values , section Absences for a Single Membership: Changed message from @@ to 44103. | previous message number not listed in the document | Juan Reza, software developer 3/28/2003 |
| 2.1 | 2.10 Synchronize Absence Amounts and FTE values , section Absences across multiple concurrent memberships for high school only: Changed message from @@ to 44103. | previous message number not listed in the document | Juan Reza, software developer 3/28/2003 |
| 2.1 | 2.11 Absence dates outside enrollment period: Restated description to say that absence would not count into the funding calculation. Corrected solution to fix the problem to say fix the absence OR the withdrawal date. | previously stated that the entire membership would be omitted from funding; solution said to fix the absence values OR to fix FTE/Share values. | Helen Hugo, SAIS QA/Test Manager 6/26/2002 |
| 2.1 | 2.12 Attendance dates outside enrollment period: Added note: Where a SPED Need or Service Participation is relevant to the attendance method of reporting (homebound and preschool, respectively), the SPED Start Date should have no impact on acceptance of the attendance transaction. | note did not previously exist | Janice McGoldrick, MIS PMO; ticket 12267 |
| 2.1 | 2.13 Display candidates for withdrawal for excessive absence: Expanded validation to check that student was completely absent for 10 consecutive days. | previously only checked for days; a student could have had a partial attendance during that time | Janice McGoldrick, MIS PMO |
| 2.1 | 2.13 Display candidates for withdrawal for excessive absence: Error messages changed: 444003 to 444001; 444004 to 444002, 444005 to 444003. | assigned incorrectly | Janice McGoldrick, MIS PMO |
| 2.1 | 2.15 Attendance candidates: Removed validation to ensure that attendance is submitted only for PS, high school, or elementary with Homebound need. | this validation is already ensured by the transaction component. | Venkat Maddipatla, software developer 11/14/2002 |
| 2.1 | 2.15 Attendance candidates: Changed message from @@ to 44201. | previous message number not listed in the document | Juan Reza, software developer 3/28/2003 |
| 2.1 | 2.16 Gaps in Attendance for a Homebound Student: New section. Issue warning when finding a period without reported attendance when there's an active homebound need. | validation did not exist | Buell Brown, MIS QA, Janice McGoldrick, MIS PMO, ticket 10799 2/24/2003 |
| 2.1 | 3 Integrity Checking Processes: Special Education Needs: Added notes to show the SPED state funding reporting period and the SPED Census (federal) reporting date. | dates were not listed previously | Janice McGoldrick, MIS Software Development Mgr |

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| 2.1 | 3.1 Student Counts Needs Rules , section 5. District of Residence (DOR) : Added a note that grade validations do not have to be performed on the DOR if the DOR is old type 03, 23, or 76. | note did not previously exist, and some of the validations were being performed erroneously | Janice McGoldrick, MIS Software Development Mgr |
| 2.1 | 3.1 Student Counts Needs Rules , section 5. District of Residence (DOR) , Rule 6 : removed the note "this used to be represented by an "X" in switch-1 for this type of district on the School Names file". | was relevant to a system that has been out of use since mid-1999 | Janice McGoldrick, MIS Software Development Mgr |
| 2.1 | 3.1 Student Counts Needs Rules , section 5. District of Residence (DOR) , rule 16 : message 43128 changed to 44322, text "This school is not approved to provide Special Education services for this grade." | wording of message was confusing | Janice McGoldrick, MIS PMO, ticket 11536, 3/11/2003 |
| 2.1 | 3.1 Student Counts Needs Rules , section 6. CEC/DOA/DOR , rule 2 . CEC's may not have SPED Service Codes F, V, or J. Message 44311 changed to reflect this. | previously also could not have service code of S. | Peggy Staples, ESS; Janice McGoldrick, MIS PMO; ticket 10799 2/24/2003 |
| 2.1 | 3.1 Student Counts Needs Rules , New rule Valid Open Enrollment characteristics : Open Enrollment may not have SPED Service Code of F. | validation did not exist | MIS/SF Team, Peggy Staples, ESS; Janice McGoldrick, MIS Software Development Mgr ticket 10879 |
| 2.1 | 3.1 Student Counts Needs Rules , rule 9 : message 9017 changed to 43133. | global message number assigned incorrectly; integrity number is more appropriate | Venkat Maddipatla, SAIS developer; Janice McGoldrick, MIS PMO |
| 2.1 | 3.1 Student Counts Needs Rules , rule 10, Exception item 7: message text changed to "This school is not approved to provide Special Education services for this grade." | previously said school was not approved to teach this grade. | Janice McGoldrick, MIS Software Development Mgr |
| 2.1 | 3.1 Student Counts Needs Rules , rule 11: SPED Service Code :, item 1. Public and Charter schools (DOAs) may have self contained SPED services. | Previously allowed for Public schools only | Peggy Staples, ESS; Jim Whelan, MIS QA; Janice McGoldrick MIS PMO; ticket 12012 2/3/2003 |
| 2.1 | 3.1 Student Counts Needs Rules , section 11 SPED Service Code , rule 10 : Service code "I", may be used for any SPED Need, provided that at least one of them is A, MD, OI, or SMR. | previously, service code "I" was only eligible for SPED Needs A, MD, OI, or SMR (No other Needs could use code "I"). | Peggy Staples, ESS; Mike Lyczewek, SAIS developer, Janice McGoldrick MIS PMO; ticket 11964 2/14/2003 |
| 2.1 | 3.1 Student Counts Needs Rules , section 11 SPED Service Code , new rule: Service code "R" may only be used for preschool. | new service code did not exist | Peggy Staples, ESS; Janice McGoldrick MIS PMO |
| 2.1 | 3.1 Student Counts Needs Rules , section 12 Valid Need Code characteristics : message 44332 changed to Invalid grade for preschool-only Need Code.. | previously said "Invalid grade for preschool-only Service Code" | Janice McGoldrick MIS PMO |
| 2.1 | 3.1 Student Counts Needs Rules , section 12 Valid Need Code characteristics : new validations: (1) compatibility of MD with other SPED needs, (2) compatibility of MDSSI with other SPED needs. | validations did not exist | Peggy Staples, ESS; Janice McGoldrick MIS PMO; ticket 12632 2/3/2003 (started in ticket 11964) |
| 2.1 | 3.1 Student Counts Needs Rules , section 17. Age : Added note that Birth Date / SPED Grade must be synchronized for SPED just like they are for Membership. Expanded all birthdate validations to more explicitly refer to the statutes identified in the Membership transactions specification document. | notes did not previously exist | Janice McGoldrick, MIS PMO |
| 2.1 | 3.2.1 Multiple concurrent DORs : Rule 3 . Clarified that the validation is being done on SPED DORs. Changed message 243103 to 244303. | previously simply stated that it was validating DORs | Venkat Maddipatla 11/5/2002; Janice McGoldrick, MIS PMO |

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| 2.1 | 3.3 Overlapping Programs for a SPED Need: Message 44341 replaced with error message 44349 There is more than one program/service specified at a single point in time for this need. | previous message erroneously referred to SPED DOR overlaps. | Venkat Maddipatla; Janice McGoldrick, MIS PMO |
| 2.1 | 3.4 Multiple grades or services: Added message 244305 and 244307. | messages did not exist | Venkat Maddipatla 11/5/2002; Janice McGoldrick, MIS PMO ticket 9748 |
| 2.1 | 4.1 Overlapping Programs for a Language Need: Warning message 244304 replaced with error message 44348. | Earlier error message was incorrectly replaced with a warning. | Mike Lyczewek, developer; Janice McGoldrick, MIS PMO 4/24/2003; ticket 13525 |
| 2.1 | 4.2 Missing membership for a Language Program: Issue an error if a language program participation is reported but no Grade Membership is found in SAIS for the fiscal year. | validation did not exist | Richard Valdivia, Nancy Konitzer, & Jeff Stowe, Academic Support Division; Janice McGoldrick, MIS PMO; ticket 12468 |
| 2.1 | Appendix B: Relevant Arizona Statutes: Expanded reference list of relevant statutes for ADM funding, SPED, and SAIS. | these statutes were not previously listed in the Appendix | Janice McGoldrick, MIS PMO |

10/2/2002 Version 2.0 published.

| <i>ver</i> | <i>new information</i> | <i>old information</i> | <i>source</i> |
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| 2.0 | Updated About this Document Section | synchronize with other documents | Janice McGoldrick, MIS Project Management Office |
| 2.0 | 2.3 (18.2): Removed valid DOR types of Head Start, Co-Op/IGA/Other. | previously were valid DOR types | Charity Torrez, Technical Writer, 9/9/2002 |
| 2.0 | 2.3 (18.3.a-f) Replaced error message numbers to synchronize with coded numbers | replaced numbers –43402 through –43407 with –43127 through –43131 | Charity Torrez, Technical Writer; John Booth, SAIS Developer |
| 2.0 | 2.3 (18.7a DOA/DOR Combination For Juvenile or Public SPED Institution Districts): re-named and re-numbered sections but not content | was section 18.7 | Charity Torrez, Technical Writer, Venkat Maddipatla, SAIS Developer |
| 2.0 | 2.3 (18.7.b-d): Added new edits: If DOR is Juvenile, DOA must be the same as the DOR; if DOA is Public SPED Institution, DOR must the same as the DOA; if DOR is Public SPED Institution, DOA must be the same as the DOR. | edits did not exist; new messages 43134, 43135, 43136 | Charity Torrez, Technical Writer; Venkat Maddipatla, 9/9/2002 |
| 2.0 | 2.4 (1,2,3) Added warning message numbers | holders were marked "@@" | Charity Torrez, Technical Writer |
| 2.0 | 2.5 (4.b) Added error message number | holders were marked "@@" | Charity Torrez, Technical Writer |
| 2.0 | 2.6 (1-3) Replaced error message numbers to synchronize with coded numbers | replaced numbers –43408 through –43410 with –43401 through –43403 | Charity Torrez, Technical Writer |
| 2.0 | 2.7 Replaced error message numbers to synchronize with coded numbers | Replaced "@@" with –43403 and changed message from "Grade transfer withdrawn in error. SAIS must fix." | Charity Torrez, Technical Writer; John Booth, SAIS Developer |
| 2.0 | 2.7 Replaced error message numbers to synchronize with coded numbers | replaced number –43411 with –43404; also replaced "@@" with –43404; slightly changed error message | Charity Torrez, Technical Writer; John Booth, SAIS Developer |

| <i>ver</i> | <i>new information</i> | <i>old information</i> | <i>source</i> |
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| 2.0 | 2.7 Replaced error message numbers to synchronize with coded numbers | replaced number –43412 with -43405 | Charity Torrez, Technical Writer; John Booth, SAIS Developer |
| 2.0 | 2.14 Added error message number | holders were marked "@@" | Charity Torrez, Technical Writer |
| 2.0 | 3.1 Student Counts Needs Rules. 5.3 DOR valid types: added CHARTER. | previously only PUBLIC, COMPACT, STATE INSTITUTE | Marcie Celaya, School Finance Director; by Janice McGoldrick, MIS Project Management Office |
| 2.0 | 3.1 Added error message numbers throughout section | holders were marked "@@" | Charity Torrez, Technical Writer |
| 2.0 | 3.12.11 Added failure message number -44327 | holder was marked "@@" | Charity Torrez, Technical Writer; John Booth, SAIS Developer |
| 2.0 | 3.2.1 Added warning message numbers | holders were marked "@@" | Charity Torrez, Technical Writer |
| 2.0 | 3.2.2 Added error message numbers | holders were marked "@@" | Charity Torrez, Technical Writer |
| 2.0 | 3.3 Overlapping Services for a Need: added new validation | did not exist | Venkat Maddipatla, SAIS Developer |
| 2.0 | 3.3 Added failure message number –44341 | holder was marked "@@" | Charity Torrez, Technical Writer; John Booth, SAIS Developer |
| 2.0 | 3.4 Multiple grades or services: added new validation | did not exist | Venkat Maddipatla, SAIS Developer |
| 2.0 | 3.4 Added failure message number –44341 | holder was marked "@@" | Charity Torrez, Technical Writer; John Booth, SAIS Developer |
| 2.0 | 4.1 Overlapping Programs for a Language Need: added new validation (same as for SPED needs). | did not exist | Juan Reza, SAIS Developer |

8/3/2002 Version 1.1 published.

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| 1.1 | 3.1 Student Counts Needs Rules; rule 10. (1) Reorganized rule so that exceptions and errors are considered in the correct sequence. (2) Deleted validation and exception sub-item 8. 3.1 Student Counts Needs Rules; rule 5, sub-item 17. Added exception for DOR that may teach grades not usually allowed by ADE, from (2) above. | (1) Exception and error conditions were placed such that the validation rules were unclear. (2) The validation was already covered in rule 5, sub-items 16 and 17. The exception was moved to sub-item 17. | Larry Lindain, SAIS Developer, Janice McGoldrick, SAIS Requirements Lead |
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7/12/2001 Version 1.0 published.

5/8/2001 Third Draft version published

4/30/2001 Second Draft version published

9/26/2000 First Draft version published

About This Document

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CONTACTS

For comments, corrections, or other information about this document, contact the ADE MIS Department at ADEsupport@ade.az.gov. Please provide the following information:

- In the "Subject" line of the email, type "ADE MIS document inquiry."
- In the body of the email:
 - the system name and document name (from the document's header)
 - the document's last updated date (from the document's footer)
 - the purpose of your inquiry
 - your identifying information:
 - your name
 - your district name and CTD, or school name and CTDS, or your company name
 - your contact email address (because the email will be forwarded when it reaches ADE)

DOCUMENT REFERENCES

The SAIS system is described in detail on ADE's main SAIS website, at <http://www.ade.state.az.us/sais/>.

Other related information, including those items referred to in this document, can be found at another ADE website at <http://www.ade.state.az.us/sais/saisdbdocs.asp>.

DOCUMENT DISTRIBUTION / POSTINGS

Notification of the updated to this document will be made to the following:

- all Student Management System vendors participating in the SAIS project
- all Arizona school district MIS contacts
- all RTCs

The updated document will be posted on ADE's SAIS Design/Requirements Documents website: (<http://www.ade.state.az.us/sais/saisdbdocs.asp>).

DOCUMENT FILENAME

This document is stored at ADE with the filename [Integrity Checking Processes.doc](#).

1 Reference Information

The following information is used throughout this Integrity Processing document.

1.1 SAIS PROCESSING AT A GLANCE

Prior to SAIS, ADE captured data on an aggregated level only. (The sole exception to this was the Special Education data, which was submitted on an individual student and service basis.) The portion of the system handling aggregated data is called Student Counts.

With the implementation of SAIS, ADE collects more elemental information having to do with each individual student. The portion of the system handling this data is called Student Detail. From a processing point of view, the following occurs.

- student-level data is submitted to ADE by districts
- the student-level data is loaded into the SAIS Student Database using the Student Detail system
- periodically the Integrity Checking Process is run to verify the submitted data in relation to all other data submitted; Integrity Checking also performs validations that have traditionally been applied to the Student Counts process
- the student-level data is aggregated into the pre-SAIS groupings by the Aggregation Process
- funding is calculated and reporting is created with the Student Counts system

1.2 HOW INTEGRITY WORKS

Integrity validates the entire collection of data submitted to SAIS for each single student. Illogic conditions amidst the data will cause the data for that student to be marked as an Integrity failure. While the Integrity process views all data for a student at one time, there are several distinct failure points: each illogic condition will fail only for the business processes to which that illogical data is relevant. The business processes that Integrity generates failures for are:

- | | |
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| • ADM 40 th day | • SPED State Funding |
| • ADM 100 th day | • SPED Census |
| • ADM 200 th day (for year round schools) | • October Enrollment |
| • ADM EOY (covers days 101+ for regular schools, for days 201+ for year round schools) | • Language / Group B |
| | • Year End Enrollment |
| | • Graduation Rate (failures to be identified in a future document update) |

Each ERROR condition in this document identifies the business process(es) for which the data fails Integrity. Documentation of an Integrity failure takes the following form.

Example:

19.6. DOR **UNORGANIZED** is always CEC-A.

ERROR message -43126: Unorganized DOR must have a CEC-A.

Integrity failure:

- | | |
|---|---|
| • If date <= 40 th : | ADM 40 th , ADM 100 th , ADM 200 th , ADM EOY. |
| • If date > 40 th AND <= 100 th : | ADM 100 th , ADM 200 th , ADM EOY. |
| • If date > 100 th : | ADM 200 th , ADM EOY. |

1.3 DISTRICT AND SCHOOL TYPES

Before SAIS, in the Student Counts-only pre-SAIS system, the grouping of districts and schools into types was imbedded in the number assigned to the "T" of the district number (CTD) and the school number (CTDS, or CTD + S). In old terminology, the following example shows how ADE classified a district or school based on the values of its CTD's component parts:

C (county) = 20 = this is not an Arizona county; it is out of state
 T (type) = 05 = this is a high school school or district
 D (district sequence number) = 55 = identifies the individual school or district
 S (school) = 000 = this is a district office (anything other than 000 means this is a school; therefore, district identifiers are referred to as a CTD, not a CTDS)

However, the state of Arizona continues to grow quickly and legislation continually changes in attempts to improve the educational system. This means that the makeup of particular groupings, and particularly the district types included in a group, can and do change from fiscal year to fiscal year. Therefore, beginning with SAIS documentation, districts and schools are referred to by their type names (e.g., **PUBLIC**, **VOC/TECH**, **CHARTER**) rather than by their type numbers.

This section contains a cross-reference between the names of these types and the numbering system used by ADE now and prior to implementation of SAIS. This makes it easier to ensure that when the makeup of a district type changes, only this one table must be updated; synchronization among the effected rules is not necessary.

PUBLIC = district types 01-05, and includes district-sponsored charter schools
CHARTER = district types 86-89
ACCOMMODATION = district type 01
UNIFIED = district type 02
ELEM NOT IN HS = district type 03
ELEMENTARY = district type 04
 ELEMENTARY GRADE = grades KG, PS, 01-08, UE
HIGH SCHOOL = district type 05
 SECONDARY GRADE = grades 09-12, US
VOC/TECH = vocational / technological = district type 08
VOC/TECH PARTICIPATING = any district that participates in the **VOC/TECH** system; on the DPS6, this was signified by the value in the School Names file's "switch-4"
SKILL CENTER = special needs / skill center = district type 09
JUVENILE = juvenile corrections facility = district type 10
PUBLIC SPED INSTITUTION = public special education institution = district type 12
PRIVATE/SPED = private school / special education = district type 21
COMPACT = contiguous reservations that cross state lines = district type 23
HEAD START = district type 26
CO-OP/IGA/OTHER = co-ops, intergovernmental agreement, and instructional: non-public schools = district types 41, 42, and 43, respectively
STATE INSTITUTE = state institute & stations = district type 76
UNORGANIZED = unorganized territory = a CTD where C = an Arizona county (codes 01-15), T = **ELEMENTARY** or **HIGH SCHOOL**, and D = 00
CEC-A (Certificate of Educational Convenience type A) = precluded by distance; from unorganized district
CEC-B (Certificate of Educational Convenience type B) = foster; DOJC; institution; rehab; residential DES or DHS

ACCOMMODATION/PROGRAM = accommodation districts that are also county programs;
varies by fiscal year

Fiscal year 1999 = 050199, 090199, 110199, 140199

Fiscal year 2000 = 050199, 060199, 110199

D-LEVEL-ACCOMMODATION = an accommodation district as signified by "00" in the "D" portion of the CTD.

DOA EXCEPTION = DOA's allowed to have a DOR; **varies by fiscal year**

*Fiscal year 1999 = 070199, 070403, and **ACCOMMODATION/PROGRAM***

*Fiscal year 2000 through FY 2003 = 070403, and **ACCOMMODATION/PROGRAM***

Fiscal year 2003: (the following lists Entity ID – CTDS - Entity Name

4167 – 020100000 – Ft. Huachuca Accom.Dist.

4226 – 060100000 – Greenlee Alt.Sch.Dist.

4234 – 070199000 – Maricopa Cnty.Reg.Dist.

4386 – 090199000 – Rainbow Accom.Sch.

4401 – 100100000 – Pima Accom.Dist.

4435 – 110100000 – Mary C O'Brien Accom.Dist.

4498 – 140199000 – Yuma Cnty.Accom.Dist.

10386 – 030199000 – Coconino Cnty.Reg.Accom.Dist.

79379 – 130199000 – Yavapai Accom.Sch.Dist.

OUT OF STATE = county 20

2 Integrity Checking Processes: Membership

This chapter describes validations that are performed periodically offline from the transaction processing function. These validations are integral to ensure the logical integrity of the SAIS student data as a whole.

Integrity Checking for Membership will validate that all rules connecting each student's personal and membership characteristics have been met. To avoid these rules becoming out of sync across different documents, they are listed in the **Student Counts System Requirements** document. The rules listed in this document are for illustrative purposes.

Note: SAIS issues a message for every condition found that does not comply with the rules identified in this section. Only when these messages are NOT previously identified in the detailed transaction requirements documents are they included here.

*Note: If any discrepancy identified in these validations as an **ERROR** is not corrected, no funding or statistical value will be generated for that student at that school during that school year. WARNINGS and INFORMATIONal messages will not withhold the student's data from funding or statistical calculations.*

2.1 PRELIMINARY PROCESS: CREATE MEMBERSHIP INTERVALS

Periodically, prior to aggregating student detail (for calculating funding and/or for creating reports), SAIS will synchronize elements in membership and needs. For many validations in membership, it will be necessary to run a preliminary process creating an intermediate table of data called Membership Intervals, which are used to organize the elements of a membership for funding and statistical purposes. This process is defined here.

For most of these synchronizations, it could be necessary to create Membership Intervals in order to ascertain whether there are overlapping effective dates for multiple elements. This description of the process is in an abbreviated form and is included here for illustrative purposes only. The Membership Interval concept is described in detail in the **Membership Requirements** document, in the chapter describing the **Student FTE & Share** transaction, section **FTE, Share, & Membership Intervals**.

Since the primary function of the Membership Interval is to be a mechanism for aggregating the student detail data, it is also described in detail in the document named **Aggregating Student Detail**, filename *Aggregating Student Detail.doc*. Information is provided here for informational purposes only: for complete and up-to-date instructions, see the **Aggregating Student Detail** document.

Creating Membership Intervals can be done for all students, for a single student, for a single student in a specific school, etc. To simplify this discussion, this example is limited to a single student in a specific school; the student has only one membership in that school for the school year.

All elements pertaining to that student's membership will be sorted by effective date. This is done by sorting the disparate rows in the various entities. Whenever a funding-related element changes (FTE, Share, District of Residence, Grade, etc.), the old Membership Interval ends and a new one begins. In this way, date gaps and overlaps can easily be identified and element value synchronizations can be accomplished.

2.2 ENSURE FULL COVERAGE FOR REQUIRED ELEMENTS

Each membership has several elements that may change over the course of the membership. These elements are:

- Tuition Payer
- Student FTE
- School Share
- District of Residence
- Grade
- Student Attendance, when it is being captured

Most of the elements listed above are required to have some value on every single day of membership. The exception to this is Attendance: when a student's ADM is reported using the Attendance method and an Attendance record is missing for a given period of time, SAIS will assume that the student's attendance amount during that period was zero.

Because retroactive changes are allowed, a change could be made that leaves a period of time during a membership without a value for one of these elements related to it. SAIS will find the following anomalies for each of the above elements (except Attendance as noted above) and allow the LEA's to fix them before any funding-related calculations can be done:

- date gaps, where a value does not exist for a valid school day
- date overlaps, where more than one value exists for a valid school day

Any student with a membership not having a value for each one of the required elements above, for every single day of that membership, will not contribute toward ADM or any funding calculations for that school.

2.3 SYNCHRONIZE DOA, DOR, TUITION PAYER, AND SPECIAL ENROLLMENT

This section describes validations on the combination of DOR, Tuition Payer Code, and Special Enrollment Code. The rules in this section are taken from the **Student Counts System** document, section **2.1.1 Rules**. All of these conditions have been in place for data submitted to ADE before the SAIS Student Detail system was implemented.

The validation rules in this section should be performed for every membership for every student. The messages to be generated for each discrepancy are inserted after each rule.

NOTE: Any discrepancies encountered in this section will generate an *ERROR* and the student's membership will not be counted toward funding.

Note: The edits in this section refer to classifications of district and school types (e.g., **PUBLIC**, **VOC/TECH**, **CHARTER**). See section **1.1 District and School Types and Names** for a cross-reference between these names and the type numbers used by ADE prior to implementation of SAIS.

GENERAL RULES FOR DISTRICTS IN SAIS

The following rule is taken from Rule 18 of the earlier mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.

- 18.3. CTDs 000400 and 000500 (State Department of Education, Elementary and High School, respectively) are not valid CTDs for any use in SAIS.

ERROR message -43133: District is not valid for SAIS.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

DISTRICT OF ATTENDANCE (DOA)

The following rules are taken from Rule 18 of the earlier mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.

- 18.1. Valid DOA types: **PUBLIC** (but not **UNORGANIZED**), **VOC/TECH**, **SKILL CENTER**, **JUVENILE**, **PUBLIC SPED INSTITUTION**, **PRIVATE/SPED**, **HEAD START**, **CO-OP/IGA/OTHER**, **CHARTER**

ERROR message -43101: School with this district type are not allowed in SAIS.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

DISTRICT OF RESIDENCE (DOR)

The following rules are new with the SAIS Student Detail system. Any of them will cause an ERROR.

1. Each DOR must fall within a membership; therefore, the DOR end date must be equal to or less than the membership end date.

ERROR message -43102: DOR start date and/or end date falls outside the enrollment period.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

2. DOR dates cannot overlap.

ERROR message -43103: DOR dates overlap with other DOR {the overlapping DOR's StDistrictsOfResidence EntityID} dates {the overlapping DOR's StDistrictsOfResidence StartDtm} to {the overlapping DOR's StDistrictsOfResidence EndDtm}.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

3. DOR dates cannot have a gap.

ERROR message -43104: No DOR for dates {start date of gap} to {end date of gap}, OR DOR assignment is missing for all or part of this membership.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

The following rules are taken from Rule 18 of the earlier-mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.

18.2. Valid DOR types: **PUBLIC, VOC/TECH, COMPACT, STATE INSTITUTE, CHARTER, JUVENILE, PUBLIC SPED INSTITUTION.**

ERROR message -43105 District type is not valid as a DOR in SAIS.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

DOA / DOR COMBINATION

The following rules are taken from Rule 18 of the earlier-mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.

18.6. If DOA is **SKILL CENTER** or **PRIVATE/SPED**, its DOR must be **PUBLIC** or **CHARTER**.

ERROR message -43106: For Skill Center or Private/Special Education District, DOR must be Public or Charter.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

18.7. DOA / DOR COMBINATION FOR JUVENILE OR PUBLIC SPED INSTITUTION DISTRICTS

a. If DOA is **JUVENILE**, DOR must be the same as the DOA.

ERROR message -43107: For Juvenile districts, DOR must match the DOA.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

b. If DOR is **JUVENILE**, DOA must be the same as the DOR.

ERROR message -43134: For Juvenile districts, DOA must match the DOR.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- c. If DOA is Public **SPED Institution** district, DOA must be the same as the DOR.

ERROR message -43135: For Public SPED Institution districts, DOA must match the DOR.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- d. If DOR is Public **SPED Institution** district, DOR must be the same as the DOA.

ERROR message -43136: For Public SPED Institution districts, DOR must match the DOA.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- 18.8. If DOA is a **DOA EXCEPTION** its DOR must be **PUBLIC** or **CHARTER**. Note that **DOA EXCEPTIONS** change from one fiscal year to the next, and in some fiscal years there might not be any at all.

ERROR message -43108: For Accommodation Districts allowed to have a DOA, the DOR must be Public or Charter.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- 18.9. DOR **COMPACT** exceptions.

- 18.9.1 If DOR = 012327 (Red Mesa/IC Utah), DOA must be 010227 (Red Mesa Unified District).

ERROR message -43109: For DOR 012327, DOA must be 010227.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- 18.9.2 If DOR = 092327 (Kayenta/IC Utah), DOA must be 090227 (Kayenta Unified District).

ERROR message -43110: For DOR 092327, DOA must be 090227.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- 18.10. DOR **STATE INSTITUTE** exceptions.

- 18.10.1 If DOR = 027613 (Ft. Grant/Willcox Unified), DOA must be 020213 (Willcox Unified District).

ERROR message -43111: For DOR 027613, DOA must be 020213.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

18.10.2 If DOR = 057601 (Ft. Grant/Safford Unified), DOA must be 050201 (Safford Unified District).

ERROR message -43112: For DOR 057601, DOA must be 050201.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.10.3 If DOR = 057605 (Ft. Grant/Solomonville), DOA must be 050305 (Solomon Elementary District).

ERROR message -43113: For DOR 057605, DOA must be 050305.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.10.4 If DOR = 057616 (Ft. Grant/Bonita), DOA must be 050316 (Bonita Elementary District).

ERROR message -43114: For DOR 057616, DOA must be 050316.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.10.5 If DOR = 057607 (Ft. Grant/Ft. Thomas), school of attendance CTDS must be 050199001 (Dan Hinton Accommodation School).

ERROR message -@@: For DOR 057607, school of attendance CTDS must be 050199001.

Note: This rule is new for FY 2002-2003. New exception for student with physical DOR of Ft. Grant, funded DOR of Ft. Thomas, tuitioned to DOA Dan Hinton Accommodation: new DOR 057607-000 Ft. Grant Ft. Thomas set up exclusively to handle students in this particular situation, therefore all students with this DOR must attend this specific school. In previous years, the DOR was reported as 050207, Ft. Thomas Unified. (Ticket 10502)

This validation was implemented in the Student Counts system.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.

18.11. **OUT OF STATE:** County 20.

- a. DOA or DOR may be **OUT OF STATE**.

This is for informational purposes only: no error will be generated from this.

- b. Of DOA and DOR, only one may be **OUT OF STATE**. In other words, a student who lives outside Arizona and goes to school outside Arizona has no business being in the Arizona student database.

ERROR message -43115: Both DOA {EntityID of DOA} and DOR {EntityID of DOR} are out of state; at least one must be an Arizona district.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- c. If DOA is **OUT OF STATE**, its DOR must be **PUBLIC** or **CHARTER**.

ERROR message -43116: For out of state school, DOR must be Public or Charter.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

18.12. **ACCOMMODATION:** Not all accommodation districts are allowed to be listed as a district of residence.

- a. If DOR is **ACCOMMODATION**, DOR must be allowed to be listed as a district of residence.

ERROR message -43117: Accommodation DOR {EntityID of DOR} is not allowed to be listed as a DOR.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- b. If DOR is **ACCOMMODATION** and DOA is **ACCOMMODATION**, DOA must have the permission allowing it to be listed as a district of residence. Exceptions: DOA is a **DOA EXCEPTION**.

ERROR message -43118: Accommodation DOA {EntityID of DOA} is not allowed to be listed as a DOR.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

18.13. District/grade combination. DOA and DOR must be approved for the grade submitted. Exceptions to these rules will be found in the Student Counts Exceptions table, which changes from year to year.

- a. For district sponsored charter schools, valid grades are based on the approved grades for that individual school, not on the sponsoring district's type.

ERROR message —43127: School {EntityID of School} is not approved for this grade, OR the District of Attendance {EntityID of the district} is not approved for grade.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

- b. If DOA is **ELEMENTARY** or **ELEM NOT IN HS** the grade must be **ELEMENTARY GRADE** unless the district has a type/grade exception.

ERROR message —43128: Non-elementary grade cannot be taught by this school.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

18.13.b.1 Exception: As of fiscal year 1999: 150404700 (Quartzsite Academy).

ERROR message —43128: Non-elementary grade cannot be taught by this school.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

18.13.b.2 Additional exception: If DOA is 070403 (Tempe Elementary) and the grade is **SECONDARY**, then DOR must be 070513 (Tempe Union HS).

ERROR message —43128: Non-elementary grade cannot be taught by this school.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- c. If DOR is **ELEMENTARY** or **ELEM NOT IN HS** the grade must be **ELEMENTARY GRADE** unless the district has a type/grade exception.

ERROR message —43129: DOR may not accept funding for this non-elementary grade.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- d. If DOA is **HIGH SCHOOL** the grade must be **HIGH SCHOOL GRADE** unless the district has a type/grade exception.

ERROR message —43130: Non-high school grade cannot be taught by this school.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

- e. If DOR is **HIGH SCHOOL** (type 05) the grade must be **HIGH SCHOOL GRADE** unless the district has a type/grade exception.

ERROR message —43131: DOR may not accept funding for this non-high school grade.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- f. If DOA is **PRIVATE/SPED**, that district must be approved for the grade submitted.

ERROR message —43127: This Private / Special Education school {EntityID of School} is not approved for the grade submitted.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

DOA / DOR / CEC COMBINATION

For a detailed explanation of the special enrollment code "CEC", see **Appendix A: Notes on CEC** later in this document.

*The following rules are taken from Rule 19 of the earlier-mentioned section of the **Student Counts System** document. The original rule numbers have been retained here for easy cross-referencing.*

- 19.1. Valid DOA types for CEC: **PUBLIC, VOC/TECH, PRIVATE/SPED, CHARTER**

ERROR message -43119: School type is not eligible for a CEC.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

- 19.2. Valid DOR types for CEC: **PUBLIC, CHARTER.**

ERROR message -43120: DOR type is not eligible for a CEC.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

(new) For CEC of any type (element Special Enrollment Code), neither DOA nor DOR may be CHARTER.

NOTE: *Charter is not eligible for CEC, neither as DOA nor as DOR.*

ERROR message -43123: Charters are not eligible for CEC (neither DOA nor DOR).

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

19.4. DOA **OUT OF STATE** must always be designated as CEC-A.

ERROR message -43121: Out of State schools must have a CEC-A.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

19.5. DOR **OUT OF STATE** may never have a CEC of any type.

ERROR message -43122: Out of State DOR is not eligible for a CEC.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

19.6. DOR **UNORGANIZED** is always CEC-A.

ERROR message -43126: Unorganized DOR must have a CEC-A.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

19.7. For CEC (of any type): IF the DOA is not the same as the DOR, then one (and **ONLY** one) of the two must be **PUBLIC**.

ERROR message -43138: When a CEC is reported, **either** DOA **or** DOR must be Public, but not both.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

19.8. For CEC-B with DOA = **PUBLIC**, DOR must be the same as DOA.

Exception: same as above.

ERROR message -43124: When a CEC-B is reported and the DOA is Public, then the DOR must match the DOA.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

19.9. If DOA is **PRIVATE/SPED** and CEC = B, DOR must be **PUBLIC**.

ERROR message -43125: When a CEC-B is reported and the DOA is Private / Special Education, then the DOR must be Public.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

DOA / DOR / OPEN ENROLLMENT COMBINATION

1. If Tuition Payer = **Open Enrollment**, then DOA and DOR cannot be the same.

Ticket 10152.

ERROR message -43137: DOA must match the DOR For Open Enrollment. ;DOREntityID={}; DOAEntityID={};

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

2.4 MULTIPLE CONCURRENT DORS

The above validations concern a single membership only. This validation concerns students having more than one membership occurring at the same time. The intention is to inform districts when DOR anomalies exist.

1. When the DOR for concurrent Membership and SPED are different, notify the DOR for ADM.

WARNING message -243101: This student was also reported for SPED services with a different DOR.

2. If concurrent Memberships for a single student are reported with different DORs, notify all DORS.

WARNING message -243102: This student was also reported for ADM elsewhere with a different DOR.

3. If concurrent SPED services for a single student are reported with different DORs, notify all DORS.

This validation is provided for informational purposes only: it will be performed as part of 3.2.1 Multiple concurrent DORS with Needs Integrity Processing.

WARNING message -243103: This student was also reported for SPED services elsewhere with a different DOR.

2.5 SYNCHRONIZE ACTIVITY CODES

All Activity Codes must be synchronized: enrollment, withdrawal, readmission, year end status, summer withdrawal. The rules for Activity Codes include the following.

1. The first enrollment of the year must be an "E" code for that student/school/grade.

ERROR message -43201: First enrollment of the school year must be an "E" code.

Integrity failure:

- Year End Enrollment

2. Only one "E" code is allowed for a student/school/grade in a single year.

ERROR message -43202: Only one "E" code is allowed for a student/school/grade in a single school year.

Integrity failure:

- Year End Enrollment

3. Any "R" code value must synchronize with its previous "W" code (use the table below).

ERROR message -43203: Submitted readmission activity does not match the previous withdrawal activity code.

Integrity failure:

- Year End Enrollment

4. Year end status / withdrawal

- a. When the school year is finished and after a lag period has elapsed so that the SAIS data is submitted, every student must have EITHER a year end status OR a withdrawal that is not followed by a readmission.

ERROR message -43204: Student has NEITHER a year end status NOR a withdrawal that is not followed by a readmission.

Integrity failure:

- ADM 40th
- ADM 100th
- ADM 200th
- ADM EOY
- October Enrollment
- Year End Enrollment

- b. A student cannot have BOTH a year end status AND a withdrawal that is not followed by a readmission.

ERROR message -43206: Student cannot have BOTH a year end status and a withdrawal that is not followed by a readmission.

Integrity failure:

- ADM 40th
- ADM 100th
- ADM 200th
- ADM EOY
- October Enrollment
- Year End Enrollment

5. If a student has a summer withdrawal, he must have a year end status as well *BUT the summer withdrawal and the year end status don't necessarily have to be from the same school*. Summer withdrawal is complicated by the fact that it gets attributed to the school year and the school (the "receiving" school for a transferring student) which he should have enrolled in for the new year.

Example 1. At the end of school year 2000-2001 Student 1 is promoted from grade 7 at elementary district school ABC. This school plans to enroll the child again next year as a matter of course. He moves during the summer to another district. He would get a summer withdrawal code of S1 (student transferred to school outside the district) for school year 2001-2002, reported by school ABC for grade 8. If both activities are reported correctly, this is not an error.

Example 2. At the end of school year 2000-2001 Student 2 is promoted from grade 8 at elementary district school ABC, which is a feeder school to high school district school XYZ. Both schools expect this child to enroll at the high school come fall. As above, he moves during the summer to a different district altogether. As above he would get a summer withdrawal code of S1 for school year 2001-2002. However, in this scenario, that S1 would be reported by school XYZ for grade 9. If both activities are reported correctly, this is not an error. On the other hand, if school ABC fails to report his year end status as promoted, this is an error.

ERROR message -43205: Student with a summer withdrawal has no year end status. *NOTE that the summer withdrawal and the year end status don't necessarily have to be from the same school.*

Integrity failure:

- Year End Enrollment

2.6 VALIDATE GRADE MEMBERSHIP

Every membership requires at least one grade assignment. Since correcting a student's grade entails deleting the existing grade and adding the new grade, it is possible for a membership (StStudentSchoolMemberships) to exist without an associated grade (StStudentGradeMemberships). Therefore, before SAIS calculates any funding or creates any statistical reports, all of these out-of-sync conditions must be resolved. Any memberships that are not corrected will not be included in the funding calculations or statistical reports.

The rules for Grade follow.

1. There may be no gaps in Grade for a Membership. (A grade is required for every day of a membership.)

ERROR message -43401: Grade assignment is missing for all or part of this membership.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

2. There may be no overlaps between Grades for a Membership. (Only one grade may be reported for a single day of membership.)

ERROR message -43402: Reported grade overlaps with another grade for this membership.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

3. If a Grade has an Exit Status, it must also have an Exit Date and vice versa.

ERROR message -43403: Grade Exit Status and/or Grade Exit Date is missing.

Integrity failure:

- If date \leq 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 40th AND \leq 100th: ADM 100th, ADM 200th, ADM EOY.
- If date $>$ 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

4. If a Grade has an Exit Status (but it is not "W"), it must have at least one subsequent Grade. *The processing logic is detailed in 2.7 Validate Grade Exit Status below.*
5. The exit status from a Grade must make sense given the subsequent Grades. *Since this validation is not performed when the data is submitted to ADE as defined in the **Membership Requirements** document, the processing logic is detailed in 2.7 Validate Grade Exit Status below.*
6. Grade cannot be IEP.

This is for informational purposes. This condition is ensured through disallowing this code value during the data submission validation process.

7. Grades progress on the following scale: PS, KG, 1 ... 12. For progression purposes, UE = 1 through 8, and US = 9 through 12.

This is for informational purposes, for use in the following validations. No error messages will result from this.

2.7 VALIDATE GRADE EXIT STATUS

Check that the grade exit code for withdrawal was not issued in error. This code is a SAIS internal code only.

For each School Membership

For the any but the last GradeMembership (when there is more than one GradeMembership for that SchoolMembership)

If a Grade Membership is not the last grade Membership for this student's Membership, but its exit status and date are blank,

Report the discrepancy as: **ERROR** message -43404: Grade exited but there is no subsequent grade.

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade exit information.

If a Grade Membership is not the last grade Membership for this student's Membership, but the Grade Membership's exit status is "W",

somehow SAIS withdrew the student's GradeMembership when it withdrew from school but left subsequent Grade Transfers on the SAIS database;

Report the discrepancy as: **ERROR:** system-message -43403 (Message: Grade Exit Status and/or Grade Exit Date is missing).

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: SAIS will need to correct the grade exit information.

For the last GradeMembership (whether there is only one GradeMembership for that SchoolMembership or there is more than one)

If the Grade Membership's exit status is not blank but there is not a SdStudentWithdrawal,

Report the discrepancy as: **ERROR:** system-message -43401. (Message: Grade assignment is missing for all or part of this membership).

Integrity failure:

- If date =< 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND =< 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade exit information or a Student Withdrawal transaction with an add operation to withdraw the student.

If a Grade Membership is the last grade Membership for this student's Membership, and there is a SdStudentWithdrawal but the Grade Membership's exit status is not "W",

this child's last grade membership indicates that he was transferred when he actually withdrew from school (when a student withdraws from a membership before the end of the school year, SAIS closes out the open Grade Membership with an exit date matching the withdrawal and an exit status of "W")

Report the discrepancy as: **ERROR:** system-message -43407. (Message: Grade transfer should be a withdrawal).

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade exit information.

When a student attended more than one grade during a school year, check that the grade exit code is logical given the sequence of grades the student attended.

For each School Membership with more than one associated Grade Membership, starting with the oldest Grade Membership, compare the row with the following row until all rows have been examined.

If current row is grade 01-08 and the next row is grade UE

OR if current row is UE and next row is grade 01-08

OR if current row is 09-12 and the next row is US

OR if current row is US and the next row is 09-12

the transfer is between a regular numbered grade and ungraded, the logic of the flow cannot be verified

skip the rest of this validation.

If the exit status of a row = promoted, then the next grade level should be greater than the grade level of the row being examined.

Report any discrepancy as: **ERROR:** system-message —43405. (Message: Grade {current row StStudentGradeMemberships RefGradeID} exited for {RefExitReasonID} effective {ExitDate}; previous grade {previous row RefGradeID} effective {StartDate}).

Integrity failure:

- If date ≤ 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND ≤ 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade information.

If the exit status of a row = demoted, then the next grade level should be less than the grade level of the row being examined.

Report the discrepancy as: **ERROR:** system-message —43405.

Integrity failure:

- If date ≤ 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND ≤ 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade information.

If the exit status of a row = lateral, then the next grade level should be the same as the grade level of the row being examined.

Report the discrepancy as: **ERROR:** system-message -43405.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school will need to submit a Student Grade Transfer transaction with a change request to correct the grade information.

If a grade and the grade immediately after it are more than 1 year apart,

Report the discrepancy as: **INFORMATION:** system-message -443401. (Message: Grade transfer of more than one grade: grade {current row StStudentGradeMemberships RefGradeID}; previous grade {previous row RefGradeID}.)

Solution: None required.

2.8 SYNCHRONIZE GRADE/AGE

As stated in **Transaction Requirements: Membership, 001.2A.7 Age / grade combination**, age/grade discrepancies generate only informational messages during the transaction processing stage. Since birth date changes are submitted separately from grade changes, we must allow anomalies to exist simply to get all of the correct information into the database. However, these discrepancies must be fixed before these memberships will be counted toward funding or statistics.

*For example, say that due to a simple clerical error, a student's birthdate and grade were submitted incorrectly. This record was submitted to ADE and added to the SAIS database. When the LEA attempts to rectify the situation, they would submit a **Student Personal Information** "change" transaction with the new birthdate. This would create grade/age anomalies for memberships already on the SAIS database. The LEA would also submit a **Student Grade Transfer** "change" transaction, which would now bring the grade and age back into synchronization.*

The edits in section **001.2A.7 Age / grade combination** of the **Membership Requirements** document should be run before funding to ensure that birth date/grade are all in sync. The rules are not repeated here to avoid maintenance issues. However, in Integrity Checking, all discrepancies will generate **ERRORs**, and those students will not contribute to funding for the schools where their memberships are out of sync.

Students Meeting Kindergarden Age Requirements but in Grade UE, with Group B SPED

*The following validation does not appear in the **Membership Requirements** document.*

A student meeting the statutory kindergarden age requirements and enrolled in a full time regular instructional program equivalent to the ungraded elementary (first-grade) level and receiving SPED Group B services may be graded as UE. The impact is that this child will generate full funding rather than half, as is normally provided for in statute for kindergarden students.

Transactions will accept data (Memberships and SPED Services) for children who are at least 5 years old but under 6 years old by September 1, and graded as kindergarten OR as ungraded elementary. (NOTE: This is the current rule for Memberships for KG.)

If a student's grade is UE for ANY period of time in a membership

If the student meets the statutory kindergarden age requirements **(A)**

If the student does NOT have an active Group B SPED Service **(B)**, **(C)** for every day he has a membership graded as UE,

*NOTE: The final provision to meet this criteria is enrollment in a full time instructional program **(D)**. Instructional program enrollment, content and duration are not available to SAIS, so this information cannot be validated by SAIS.*

Report the discrepancy as: **ERROR:** system-message -44338. (Message: "Change membership grade to KG or submit a Group B SPED service for each day of UE membership for a 5 year old.")

Integrity failure:

- If date ≤ 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND ≤ 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B
- Year End Enrollment

Solution: The school must submit a Student Grade Transfer transaction delete and then an add transaction to correct the grade placement OR submit a Student Personal Information change transaction to correct the student's birthdate.

- (A) As of March 2003, statutory kindergarden age requirements: at least 5 years old but under 6 years old by September 1)
- (B) Group B disabilities are defined in §15-901.B.11. (For the most current list see statute, but as of March 2003, the Group B SPED disabilities are A, EDP, HI, MD, MDSSI, MOMR, OI, PSD, SMR and VI.
- (C) A child receiving regular instruction in one school (or district) and receiving SPED services in another school (or district) is still eligible for this benefit.
- (D) Statute defines a full-time instructional program at the ungraded elementary (1st grade) level, as of March 2003, to be 792 hours.

Since this interpretation is new to many districts, perhaps these scenarios may help in understanding the situation.

ADM FUNDING RULES:

- KG ADM funding is reduced by half.
- UE ADM funding is paid in full.

AGE/GRADE RULES:

- KG: child must be at least 5 years old but under 6 years old by September 1
- UE (1): equivalent of grades 1 through 8 (for 1st grade or higher, a child must be at least six years of age prior to January 1 of the school year)
- UE (2): KG-aged-child who is concurrently enrolled in a Group B SPED service. Note: It is ONLY mandatory to assign these children to grade UE IF the school wishes to receive full funding instead of half for this student. Integrity rule: If there is any membership day when the student is reported in a UE grade but there is no active Group B SPED Service, the student will fail integrity.

STUDENT A:

- Meets the age criteria for KG.
- Enrolls in a regular instructional program meeting the statutory criterion for full time (for FY 2002-2003, 692 hours of instruction; NOTE: this fact is not verifiable by SAIS).

SCENARIO 1:

- Student A begins regular instruction full time program (see above) on the first day of school.
- He starts in a Group B SPED program one month later.
- This child does not have an active Group B SPED service for the entire period of the membership. Each day that he is in regular instruction WITH an active Group B SPED service, he will need to be assigned to grade UE (if the school wants full funding). Each day that he is in regular instruction WITHOUT an active Group B SPED service, he will need to be assigned to grade KG.

SOLUTION FOR SCENARIO 1:

- Student Enrollment "add" transaction dated the first day of school, with grade = KG.
- SPED Service Participation "add" transaction dated the date he started in the Group B SPED service (one month after school started).
- Student Grade Transfer "add" transaction. Exit the KG grade one day before the SPED Service Participation transaction is dated and start the UE grade the same day the SPED Service started.

SCENARIO 2:

- The same student above exits the SPED service on 11/15.
- He withdraws from his regular instructional program on 11/28.

SOLUTION FOR SCENARIO 2:

- SPED Service Participation "add" transaction dated the exited the Group B SPED service (11/15).
- Student Grade Transfer "add" transaction. Exit the UE grade the same day the SPED Service Participation transaction is exited and start the KG grade one day before the SPED Service started.
- Student Withdrawal "add" transaction dated the last day the student attended his regular instructional program (11/28).

2.9 SYNCHRONIZE FTE & SHARE

The rules here are current as of publication of the version 1.0 edition of this document. However, these rules could be changed at any time in legislation, so always check that this is the most recent documentation available.

Note: Discrepancies with these rules will still allow the membership to contribute to funding and statistical calculations. Any sums greater than the maximum allowable amount will be scaled back to the maximum by ADE.

1. The rules governing FTE & Share **for students attending one school at a time** are very straightforward.
 - a. Student Membership FTE (the FTE value for a single student at a single school during a single period of time) may not exceed 1.0. This is ensured by use of designated Code Values.
 - b. School Membership Share (the portion of total funding generated by this student across all schools during a single period of time, and that is being claimed by this school) may not exceed 1.0. This is ensured by use of designated Code Values.
2. The rules governing FTE & Share **for students attending multiple schools during a single time span** are detailed in **Membership Requirements**, in the chapter for the **Student FTE & Share** transaction, in section **FTE Rules**. The limits in these rules refer to schools classified as one of the following entity groups that are Student Membership FTE regulations:
 - A. Schools of districts, types 01-05.
 - B. Schools of Joint Technological Districts, type 08.
 - C. Charter schools, type 87 and 88.
 - D. Technology Assisted Project Based Program: not used in SAIS.
 - a. Limit 1: The sum of Student Membership FTE of the attended schools may not exceed 1.0 when a student attends a combination of schools in the following groups:
 - any combination of schools within and among groups A, C, and D
 - b. Limit 2: The sum of Student Membership FTE may not exceed 1.25 when a student attends a combination of schools in the following groups:
 - A & B

3. Maximum FTE levels for a student

- at one school of any type: (all tracks together) = 1.0
- at one district of any type (all schools and tracks together) = 1.0.
- at one regular district and one charter school district concurrently = 1.0
- at one voc/tech participating district and one voc/tech district concurrently = 1.25
SAIS might or might not accept an FTE value of 1.25 for an individual membership in a voc/tech school. That is not really relevant, because during the aggregation calculation we will reduce this to 1.0.

4. Aggregation rules: Rules governing the aggregation calculation, including how funding is reduced for students exceeding the statutory FTE limits, can be found in the document **Aggregating Student Detail**.

STUDENT MEMBERSHIP FTE

Run the **Create Membership Intervals** process for all students who attended school during the fiscal year.

Extract student school membership rows for any student that has **concurrent** multiple membership rows (same fiscal year, overlapping Membership Intervals for same school or different schools during a single time frame).

For a given Membership Interval during which there are concurrent memberships.

Sum the Student Membership FTE's for these memberships.

Determine the entity group of each school a student is enrolled in (defined above: A, B, C, or D).

If the sum of the Student Membership FTE's exceeds the limit (Limit 1 or Limit 2, defined above) based on the entity group combination, then:

Report the discrepancy to the school as: **INFORMATION:** system-message -244102.
Message: Student's total reported FTEs {sum of FTE's} for this period exceed the statutory limit {relevant limit}. The FTE will be reduced for funding.

Solutions: The schools may correct the discrepancy by submitting a **Student FTE & Share** transaction with the proper values.

SCHOOL MEMBERSHIP SHARE

This section has been removed, as the School Membership Share is not used by SAIS.

2.10 SYNCHRONIZE ABSENCE AMOUNTS AND FTE VALUES

It should be noted that SAIS causes no change in how Absence Amounts should be calculated from how it was done before implementation of SAIS.

See Membership Requirements, section **004.2A.3 Absence Amount** for the validation described here.

If any Absence Amounts exceed the FTE in effect for the student on the date reported, then SAIS will not attempt to fix this. We will issue a warning to the effect that this condition exists on the database and that we will reduce the Absence Amount to the FTE value **for purposes of calculating Absences and ADA only**. We will not change the database. SAIS will limit the absences used in any calculations to not exceed the enrollment for the student which is in the system, for the date(s) the absence(s) are reported

Absence Amount reflects the actual time the student is absent (within the confines of state statute and ADE policy). Therefore, a student attending half-time at a school (i.e., he has a full-time equivalency of 50% at the school) may only have a maximum absence value of .50 reported for any given day.

ABSENCES FOR A SINGLE MEMBERSHIP

Absence Amounts must fall within the student's FTE for that school.

For each StStudentAbsences row for a student in a single membership:

Retrieve the associated Student Membership FTE for this date.

If the StStudentAbsences AbsentAmt > the Student Membership FTE, then:

Report the discrepancy as: **INFORMATION:** system-message -441403. Message: Membership FTE amount is less than daily absence amounts. Submitted **Membership FTE amount on SAIS** will be used for funding and statistical calculations.

Solutions: The schools should correct the discrepancy by submitting a **Student FTE & Share** or **Student Absence** transaction with the proper values.

If the StStudentAbsences AbsenceDate = the first day of membership or the date of withdrawal,
AND the StStudentAbsences AbsentAmt >= the Student Membership FTE, then:

According to statute, a student must be in at least partial attendance on first day of membership and withdrawal date. (NOTE: A student may be absent on the last day(s) of school if he completes the year as scheduled, signified by SAIS receiving a Year End Status for the student.)

Report the discrepancy as: **ERROR:** system-message -44103. Message: Student may have only a partial absence on first day of membership; student may have only a partial absence on the date of withdrawal.

Integrity failure:

- If date <= 40th: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date > 40th AND <= 100th: ADM 100th, ADM 200th, ADM EOY.
- If date > 100th: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B

Solutions:. The schools should correct the discrepancy by submitting a **Student FTE & Share** or **Student Absence** or **Student Withdrawal** transaction with the proper values/dates.

ABSENCES ACROSS MULTIPLE CONCURRENT MEMBERSHIPS FOR HIGH SCHOOL ONLY

Absences across multiple concurrent memberships in high schools will be handled in the Aggregation process. The validations provided here will produce informational messages only.

Absences across multiple concurrent memberships in high schools present unique challenges. It is possible, even likely, that the total FTE at multiple schools within related districts (either multiple schools in the same district or schools across a regular district and a vocational technological or charter district) amounts to more than the maximum allowable limits set in statute. In these cases, the total FTE will be rolled back to the maximum amount and no funding will be generated past that amount. When this circumstance exists, it is then possible that the total absence amounts reported for a single day at these schools, when subtracted from the maximum allowable FTE, gives the appearance that the student has attended less of the day than he actually has. Therefore the absence or attendance amounts must also be adjusted for these concurrent enrollments.

*Absences occurring in multiple concurrent memberships across schools in a related district will be adjusted by ADE to reflect the inverse of those classes actually attended **for the funding calculations only** (and, most likely the statistical calculations as well, although this is currently under review). The submitted values on the database will not be changed.*

For this student, for all schools in a related district (see above):

Retrieve each StStudentAbsences row.

If there are more than one StStudentAbsences across these schools for a single date:

Calculate the total unadjusted district FTE, the calculated district attendance, the total unadjusted district Absence Amount, and the total district Absence Amount as outlined in the example above.

Check if the absence amount needs to be adjusted

If the unadjusted sum of the StStudentAbsences AbsentAmt (the total unadjusted district Absence Amount) > the sum of the Student Membership FTE's (the total district Absence Amount), then:

Report the discrepancy as: **INFORMATION:** system-message -444102.
Message: Student's total reported Absence Amounts for concurrent enrollments for this district {total unadjusted district Absence Amount} will be adjusted based on actual attendance this period {calculated district attendance}.

Solutions:. If there is a problem with the submitted data, the schools may correct the discrepancy by submitting a **Student FTE & Share** or **Student Absence** transaction with the proper values.

NOTE: As stated above, funding will be generated for this student for this date, using figures adjusted by ADE to comply with state legislation. (This means that .75 absences for a .5 FTE student will be used in all calculations as absences of .5.)

If the StStudentAbsences AbsenceDate = the first day of membership or the date of withdrawal, AND the StStudentAbsences AbsentAmt >= the Student Membership FTE, then:

According to statute, a student must be in at least partial attendance on first day of membership and withdrawal date. (NOTE: A student may be absent on the last day(s) of

school if he completes the year as scheduled, signified by SAIS receiving a Year End Status for the student.)

Report the discrepancy as: **ERROR:** system-message -44103. Message: Student may have only a partial absence on first day of membership; student may have only a partial absence on the date of withdrawal.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.
- October Enrollment
- Language / Group B

Solutions: The schools should correct the discrepancy by submitting a **Student FTE & Share** or **Student Absence** or **Student Withdrawal** transaction with the proper values/dates.

Formulae

The formulae for calculating a student's absence or attendance for concurrent schools within a related district are:

district absence = adjusted* (unadjusted district FTE – unadjusted calculated district attendance)

district attendance = adjusted* (unadjusted district FTE – unadjusted calculated district absence)

unadjusted district FTE = the sum of (unadjusted school FTEs) of all related School FTEs for the student

unadjusted calculated district attendance = the sum of (unadjusted school attendance) of all related School attendance for the student

* "adjusted" means reduced to the maximum allowable by Arizona statute

Note that all adjustments are done after tallying for the district.

2.11 ABSENCE DATES OUTSIDE ENROLLMENT PERIOD

Each absence date must fall within the membership period. When absences are submitted to ADE, SAIS will accept those that fall outside the enrollment and withdrawal dates, because the enrollment date, withdrawal date, and/or absence date very well could be wrong, and the LEA will fix them in the future. Alternatively, the absence could have been submitted in error and should be deleted. Regardless of the reason, all of these anomalies should be fixed before any funding-related calculations can be done.

Absence Dates must fall within the student's enrollment dates for that membership. If an absence row is found outside the student's enrollment period, SAIS will ignore it for aggregation.

For each StStudentAbsences row for a student:

Retrieve the associated StStudentMembership and, if it exists, the StWithdrawals.

If the StStudentAbsences AbsentDate =< StStudentMembership StartDtm OR if it is > the StWithdrawals ExitDtm then:

Report the discrepancy as: **WARNING:** system-message -244101. Message: Absence for this date falls outside the membership period. This absence will not be considered in the funding calculation.

Solutions: If the submitted absence date is wrong, the LEA should correct the discrepancy by submitting a **Student Absence** transaction with the proper absence date. If the withdrawal date on SAIS is wrong, the LEA should correct the discrepancy by submitting a **Student Withdrawal** transaction with the correct withdrawal date and then re-submitting this **Student Absence** transaction. If the first day of membership on SAIS is wrong, the LEA should submit a **Student Enrollment** delete operation and resubmit all transactions for this student, containing the correct information.

2.12 ATTENDANCE DATES OUTSIDE ENROLLMENT PERIOD

Attendance periods must fall within the student's enrollment dates for that membership. If an attendance row is found outside the student's enrollment period, SAIS will ignore it for aggregation.

For each separate membership belonging to a student:

Retrieve all StAttendances rows.

If any dates in an attendance row fall outside the student's enrollment period:

Report the discrepancy as: **INFORMATION:** system-message -444101. Message: All or part of the attendance period falls outside the student's enrollment period. This attendance period will not be included in funding.

Solutions: Either the missing attendance data should be deleted with a **Student Attendance** transaction OR the student's exit date should be fixed with a **Student Withdrawal** transaction OR the school's calendar should be fixed using ADE's Calendar facility.

Note the following information from the Membership Requirements document, section **017.2.4 Validate Time Periods Reported in Add Transactions**.

Where a SPED Need or Service Participation is relevant to the attendance method of reporting (homebound and preschool, respectively), the SPED Start Date should have no impact on acceptance of the attendance transaction. In other words, attendance reported for a preschooler should not be rejected if the attendance period dates fall outside of the SPED Service Participation dates. This situation would be addressed in the funding process, where SAIS would fund only for the days when the student is receiving a SPED service.

2.13 DISPLAY CANDIDATES FOR WITHDRAWAL FOR EXCESSIVE ABSENCE

Before running any process that uses absences or withdrawals, such as the ADM calculation, funding calculations, and year-end statistics, SAIS must scan student absences for students who should be withdrawn automatically due to excessive absences. "Excessive absence" is defined as 10 consecutive days of unexcused absences. Since absence count and student withdrawal status have an effect on funding and on various reports, when SAIS finds a student who matches the condition we advise the districts of the existence of these students.

This has a funding implication. Assume a student meets this condition and has one month of consecutive unexcused absences from 11/1 to 12/1, returning to school on 12/2. Since state funding ADM is reduced by absences, this will be the same whether he is withdrawn and readmitted or not. However, since absences do not affect programs and services, the funding generated by this student for each program and services he is enrolled in will be overstated.

For the following process, "consecutive days" includes only those days the LEA is in session.

STUDENTS ON ABSENCE REPORTING

SAIS will analyze the absence data to see if the student has incurred excessive unexcused absences.

For each separate membership belonging to a student:
Retrieve all StStudentAbsence rows.

If this membership has 10 or more consecutive absences, each having Absence Reason Code = Unexcused AND Absence Amount >= the membership's FTE value for that date, then:

Report the discrepancy as: **INFORMATION:** system-message -444001. Message: Student should be withdrawn for excessive unexcused absence.

Solutions:. The school should either correct the absence information with **Student Absence** transaction(s) or withdraw the student with a **Student Withdrawal** transaction.

STUDENTS ON ATTENDANCE REPORTING

Since Attendance reporting is done over a span of time, SAIS often might not be certain that a child has been absent for consecutive days. Furthermore, since absences are not required to be submitted for these children at this time, SAIS will not know whether missed days are excused or unexcused. In this scenario, SAIS can only advise the school that there is a high likelihood that a student has incurred excessive absences.

For each separate membership belonging to a student:
Retrieve all StAttendances rows.

If there is a gap of 10 days or more that weren't reported:

Report the discrepancy as: **INFORMATION:** system-message -444002. Message: Ten days or more of attendance missing; either the attendance should be submitted or this student should be withdrawn for excessive unexcused absence.

Solutions:. Either the missing attendance data should be submitted with a **Student Attendance** transaction or the school should withdraw the student with a **Student Withdrawal** transaction.

Create totals for each set of contiguous reporting periods that adds up to 10 or more days.

If the total attendance amount for any of these combined period includes a span of time that could represent 10 missed days of attendance:

Report the discrepancy as: **INFORMATION:** system-message -444003. Message: Ten days or more of absence occurred; this student might be eligible for withdrawal due to excessive unexcused absence.

Solutions:. Either no action is necessary or the school should withdraw the student with a **Student Withdrawal** transaction.

2.14 NORMAL GRADUATION YEAR

Normal Graduation Year is required for all high school students who are not special needs-only students. If a student having a membership for this year in grades US or 9-12 does not have a Normal Graduation Year, then this should be an error. This could have occurred with the student being added with a Personal Information Add transaction. For the initial implementation, SAIS will not attempt to validate that the Normal Graduation Year is accurate in terms of the student's Arizona enrollment history.

Future requirement: Based on history, validate that Normal Graduation Year does reflect the student's cohort group from his first enrollment in regular high school instruction in Arizona. This does not include any student whose only interaction with the Arizona school system has ever been on a special-needs only basis.

If a student has a membership for this year

Normal Graduation Year is not relevant for Needs-only students

If the student's grade is a **HIGH SCHOOL GRADE** and the Normal Graduation Year is missing:

ERROR message -43406: The student's normal graduation year is missing from the database.

Integrity failure:

- Graduation Rate

Perform validations to verify the reported year; these are in section **001.2A.14 Normal Graduation Year** in the **Transaction Requirements: Membership** document. They are not repeated here to avoid an out-of-sync condition.

2.15 ATTENDANCE CANDIDATES

Verify that attendance is only submitted for eligible candidates.

For each Membership having one or more attendance rows:

For each attendance row:

If the grade during the timeframe reflected on the attendance row is preschool or a **HIGH SCHOOL GRADE**,

attendance is a valid method for preschool and high school
skip the rest of this validation

Else

If during the timeframe reflected on the attendance row, this child is homebound for that entire period of time,

attendance is a valid method for homebound students
skip the rest of this validation

Else

ERROR message -44201: This membership and/or period is not eligible for reporting using attendance.

Integrity failure:

- If date $\leq 40^{\text{th}}$: ADM 40th, ADM 100th, ADM 200th, ADM EOY.
- If date $> 40^{\text{th}}$ AND $\leq 100^{\text{th}}$: ADM 100th, ADM 200th, ADM EOY.
- If date $> 100^{\text{th}}$: ADM 200th, ADM EOY.

2.16 GAPS IN ATTENDANCE FOR A HOMEBOUND STUDENT

Gaps in attendance are allowed in SAIS; the system will count the gap days as zero attendance for ADM purposes.

If there is a gap in reported attendance for a student with an active Homebound need during all or part of that period:

Report the discrepancy as: **WARNING:** system-message -244201. Message: Attendance assignment is missing for all or part of this membership, assuming zero minutes.

Solutions:.. Either the missing attendance data should be submitted with a **Student Attendance** transaction or the school should withdraw the student with a **Student Withdrawal** transaction.

3 Integrity Checking Processes: Special Education Needs

As with Membership, most of the Needs validations identified here were traditionally performed in the Student Counts system when the data was submitted in aggregated form. Since the data this process is dealing with is already on the SAIS database, Integrity Processing will ignore anything having to do with validating students, memberships, needs, and offerings at a particular school.

Refer to section **1.2 District and School Types** for a cross-reference between the district and school type names (e.g., **PUBLIC**, **VOC/TECH**, **CHARTER**) used in these validations and the district and school type numbers used in the Student Counts and other pre-SAIS systems.

Also as with Membership, any data failing one of these validations will cause an error message to be produced unless specifically stated otherwise.

■ *The **SPED State Funding Reporting Period** is September 1 through January 28.*

■ *The **SPED Census Reporting Date** is December 1.*

3.1 STUDENT COUNTS NEEDS RULES

The following rules are taken from the **Student Counts** document, chapter **3 Special Education**, section **3.1 Rules**. Each rule's original numbering has been retained for easier cross-referencing.

3. District of Attendance (DOA), from 3.4.1.11 District of Attendance (DOA):

3. Valid types: **PUBLIC**, **JUVENILE**, **PUBLIC SPED INSTITUTION**, **PRIVATE/SPED**, **HEAD START**, **CO-OP/IGA/OTHER**, **CHARTER**.

ERROR message -44301: Invalid DOA type for SPED services.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

- 3.1. **Additional rule added fiscal year 2001-2002.** Only types **PUBLIC** (but not **HIGH SCHOOL**), **PRIVATE/SPED** and **HEAD START** can teach grade PS.

ERROR message -44302: Invalid DOA type for preschool SPED services.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

4. School.

- 4.2. A student may never attend school at a district-level entity (school number 000).

ERROR message -44303: A student may not attend a district-level entity.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

- 4.3. **PUBLIC SPED INSTITUTION** and **PRIVATE/SPED** schools must be approved to service the Need Code submitted.

ERROR message -44304: School is not approved to provide this Need Code.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

5. District of Residence (DOR), from 3.4.1.12 District of Residence (DOR):

NOTE: Grade validations do not have to be performed on the DOR if the DOR is **ELEM NOT IN HS** or **COMPACT** or **STATE INSTITUTION**.

2. Valid counties: regular Arizona counties (01-15) and **OUT OF STATE** (20).

ERROR message -44305: Invalid DOR county for SPED services.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

3. Valid types: **PUBLIC, COMPACT, STATE INSTITUTE, CHARTER**.

ERROR message -44306: Invalid DOR type for SPED services.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

6. If the DOR is **ACCOMMODATION**, then it must be allowed to be listed as a DOR.

ERROR message -43117: This accommodation DOR is not allowed to be listed as a DOR.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

8. If the DOA is **PRIVATE/SPED, HEAD START, CO-OP** or **IGA** then the DOR cannot be the same as the DOA. (What this means is that a private school must have a different DOR.)

ERROR message [same as item 3, rule 3 above].

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

9. If the DOA is **OUT OF STATE**, then the DOR cannot be **OUT OF STATE**.

ERROR message -44307: If DOA is out of state, DOR cannot be out of state.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

11. The DOR cannot be an **UNORGANIZED** territory.

ERROR message -44308: DOR cannot be an unorganized territory.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

12. If the DOR type is equal to **STATE INSTITUTE**, then the DOA must be one of the following districts:

020213 Willcox Unified District
 050201 Safford Unified District
 050305 Solomon Elementary District
 050316 Bonita Elementary District
 110201 Florence Unified School District
 110221 Coolidge Unified District

ERROR message -44309: Invalid DOA for this DOR type.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

16. If the DOR is **ELEMENTARY** and the grade is a **HIGH SCHOOL GRADE**, then the district must be approved to teach high school grades.

ERROR message -44322: This school is not approved to provide Special Education services for this grade.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

17. If the DOR is **HIGH SCHOOL** and the grade is an **ELEMENTARY GRADE**, then the district must be approved to teach elementary grades.

Exceptions:

8. **HIGH SCHOOL** DOR exceptions (schools in these districts may teach any grade).
 150404700 (Ehrenberg Quartzsite Academy)

ERROR message -43130: This high school DOR may not teach an elementary grade.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

18. If the DOA is **PUBLIC SPED INSTITUTION**, then the DOR must be the same as the DOA.

ERROR message -44310: DOR must be the same as the DOA for this type of district.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

6. CEC/DOA/DOR. Valid CEC/DOA/DOR characteristics, from 3.4.1.19 CEC and from 3.4.1.20 CEC/DOA/DOR Combinations.

From 3.4.1.19 CEC

2. CEC is NOT valid for Service Code F, V, or J.

ERROR message -44311: Service Codes F, V, or J may not have a CEC.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

From 3.4.1.20 CEC/DOA/DOR Combinations

- 1./5. Valid DOA/DOR counties: regular Arizona counties (01-15) may have both CEC-A and CEC-B. Any other county is an error.

ERROR message -44339: This county type may not have a CEC.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

2. Valid DOA types: **PUBLIC**, **JUVENILE**, **PRIVATE/SPED**, **CHARTER** may have both CEC-A and CEC-B.

ERROR message -44312: This DOA type may not have a CEC.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

6. Valid DOR types: **PUBLIC** may have both CEC-A and CEC-B. **JUVENILE** and **CHARTER** may have CEC-B.

(1) for anything except **PUBLIC**, **JUVENILE**, and **CHARTER**:

ERROR message -44313: This DOR type may not have a CEC.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

(2) for **JUVENILE** or **CHARTER**:

ERROR message -44314: This DOR type may not have a CEC-A.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

- 3./7. Valid DOA/DOR district codes: anything except **D-LEVEL-ACCOMMODATION** may have both CEC-A and CEC-B.

ERROR message -@@@: District code 00 may not have a CEC.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

8. If the CEC is not blank and the DOA is **PRIVATE/SPED, CO-OP** or **IGA**, then the DOR must be equal to **PUBLIC**.

ERROR message -44315: Invalid DOR for this type of DOA with a CEC.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

9. If the CEC is not blank and the DOA is **PUBLIC** (but not **ACCOMMODATION**), then the DOR must be the same as the DOA.

ERROR message -44316: DOR must match the DOA when this type of DOA has a CEC.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

10. If the CEC = A and the DOA is **ACCOMMODATION**, then the DOR must be the same as the DOA. Exception: DOA 050199, 070199, 090199, 110199 or 140199.

ERROR message -44317: DOR must match the DOA when this type of DOA has a CEC-A.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

11. If the CEC = B and the DOA is **ACCOMMODATION**, then the DOR must be **PUBLIC**.

ERROR message -44318: Invalid DOR when this type of DOA has a CEC-B.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.


12. If the CEC = B and the DOA is **PUBLIC** (but not **ACCOMMODATION**), **JUVENILE**, or **CHARTER**, then the DOR must be the same as the DOA. Exceptions: DOA 070403 and DOR 070513.

ERROR message -44319: DOR must match the DOA when this type of DOA has a CEC-B.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

Valid Open Enrollment characteristics

If Tuition Payer shows that this membership is an Open Enrollment,
 *Open Enrollment may not have Service Code F.*

ERROR message -44342: Service Code F is not valid for an Open Enrollment.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

8. **UNORGANIZED** territories are not valid in SPED. They cannot be DOA or DOR.

ERROR message -44320: Unorganized territories are not eligible for SPED services.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

9. CTD's 000400 and 000500 (State Department of Education, Elementary and High School, respectively) are not valid CTDs for use in SAIS.

ERROR message -43133: District is not valid for SAIS.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

10. Each school must be approved to teach the student's grade, from 3.4.1.23 Grade:

Exceptions:

6. **PUBLIC** DOA exceptions (schools in these districts may teach any grade)
150404700 (Ehrenberg Quartzsite Academy).
7. **PUBLIC SPED INSTITUTION** and **PRIVATE/SPED** DOA exceptions (schools in these districts may teach any grade)
072155 Youth Development Institute
072183 Desert Vista Residential School
142101 Bridges Academy
PUBLIC SPED INSTITUTION and **PRIVATE/SPED** district/category exceptions (schools in these districts may teach any grade provided the category matches one listed here)
072195 Valley Vocational Services if category is SLD
102132 Fan Kane Neurohabilitation Ser. if category is OHI or TBI

ERROR message -44322: This school is not approved to provide Special Education services for this grade.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

11. SPED Service Code (previously called "service type")

From 3.4.1.24 Service Types.

1. Only **PUBLIC** and **CHARTER** schools (DOA's) may have "self-contained" SPED services. The table below identifies which Service Codes are self-contained. (This table is excerpted from the **Student Counts** document **Appendix F Tables and Figures**. The grades and descriptions of the services are irrelevant, as is the state/federal funding eligibility.)

| SERVICE CODE | RESOURCED OR SELF-CONTAINED |
|--------------|-----------------------------|
| A | Resourced |
| B | Resourced |
| C | S-C |
| D | S-C |
| E | S-C |
| F | S-C |
| G | S-C |
| H | Resourced |
| I | S-C |
| J | Resourced |
| S | Resourced |
| V | S-C |

ERROR message -44323: Invalid DOA for a self-contained SPED service.**Integrity failure:**

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

6. If the DOA = **HEAD START**, then the Service Code must be A, B, C, H, J, or S.

ERROR message -44324: Invalid Service Code for this type of DOA.**Integrity failure:**

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

7. If the DOA county is Arizona Department of Corrections (21), then the Service Code must be A, B, C, I, or S.

ERROR message -44325: Invalid Service Code for this county.**Integrity failure:**

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

8. If the Service Code is E or G, the DOA must be **PRIVATE/SPED** and the DOR must be **PUBLIC** or **CHARTER**. Before fiscal year 1998-99, Service Code G could also have DOA = **ACCOMMODATION**.

ERROR message -44326: Invalid DOA and/or DOR for this Service Code.**Integrity failure:**

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

9. If the Service Code is equal to A, B, C, I or S and the DOA is not the same as the DOR, the DOA must be equal to **PUBLIC** or **HEAD START** and the DOR must be equal **PUBLIC** or **STATE INSTITUTE**.

ERROR message [same as previous message].

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

10. If the Service Code is equal to I, at least one of the student's Need Codes must be equal to MD, A, SMR, or OI. (Before fiscal year 1998-99, DOA = **PUBLIC SPED INSTITUTION** were exceptions to this rule.)

A student can be reported with a service type of I only if eligible for one of the following needs: A, MD, OI or SMR. Any other need can also be reported with a service type of I, ONLY IF student is reported with one of the 4 eligible needs previously listed.

ERROR message -44327: Invalid Need Code for this Service Code.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

from 3.4.1.21 Need Category

9. If the Service Code = V, then the DOA must be **PRIVATE/SPED** and the DOR must be **PUBLIC**.

ERROR message [see message for rule 8 above].

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

10. If the Service Code = F, then the DOA must be **PUBLIC SPED INSTITUTION**.

ERROR message -44328: Invalid DOA for this Service Code.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

new If the Service Code = R, then the grade must be PS.

ERROR message -@@@: Invalid grade for preschool-only Service Code.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

12. Valid Need Code characteristics, from 3.4.1.21 Need Category

3. For DOA types **PUBLIC SPED INSTITUTION** and **PRIVATE/SPED**, the school must be approved to service the student's need Need Code.

ERROR message -44304: School is not approved for this Need Code.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

4. For Need Code EDP, if DOA = **ACCOMMODATION**, Service Code must be D or G.

ERROR message -44329: Invalid Service Code for this Need Code at this type of DOA.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

5. For Need Code EDP, if DOA = **PUBLIC SPED INSTITUTION**, Service Code must be F.

ERROR message [same as previous message].

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

7. If the Need Code = EDP the Service Code must be equal to C, D, E, F, G, I or V. Exceptions: DOA county = Arizona Department of Corrections (21).

ERROR message -44330: Invalid Service Code for this Need Code.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

11. If the Service Code = F, the Need Code cannot be PMD, PSD, or PSL.

ERROR message -44327: Invalid Need Code for this Service Code.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

12. If the Need Code = PSL, then there cannot be a concurrent (overlapping entry/withdrawal dates, or an earlier entry date with an open withdrawal date) SPED service for the same student with a Need Code of PSD or PMD. And vice-versa (if PSD or PMD, cannot have concurrency with PSL).

ERROR message -44331: PSL service cannot be concurrent with PSD or PMD.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

14. If the Need Code on the transaction record is PSD, PSL, or PMD, then the grade must be PS.

ERROR message -44332: Invalid grade for preschool-only Need Code.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

From 3.4.1.23 Grade

9. If the grade = PS, then the Need Code must be HI, PMD, PSD, PSL, or VI.

ERROR message -44333: Invalid Need Code for preschool.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

MD and MDSSI

If the Need Code = MDSSI, then there must be at least two other needs identified from the group:
HI, VI, A, EDP, MOMR, OI, and SMR,

AND at least one of these must be HI or VI.

Note: No other need codes have an effect on the validity of MDSSI.

ERROR message -44346 SPED Need categories that must exist for MDSSI to be valid are: Both HI and VI; or either HI or VI and at least one of A, EDP, MOMR, OI, SMR ;EntityID= ;DOREntityID=4 ;ServiceCodeID=;NeedCodeID= .

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

If the Need Code = MD, then there must be at least two other needs identified from the group:
HI, MOMR, OI, VI, ED, MIMR, and SLD,

AND at least one of these must be HI, MOMR, OI, or VI.

Note: No other need codes have an effect on the validity of MD.

ERROR message -44344 SPED Need categories that must exist for MD to be valid are: Two or more of HI, MOMR, OI, VI; or one of HI, MOMR, OI, and VI and at least one of ED, MIMR, and SLD ;EntityID= ;DOREntityID=;ServiceCodeID=;NeedCodeID= .

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

17. Age.

Birth Date / SPED Grade

The valid age/grade combinations for Special Education are the same as those for Membership. Refer to chapter **Student Enrollment**, section **001.2A.7** of the **Membership Requirements** document for specific edits on the student's age (from SdStudents BirthDate) and his/her SPED grade (SdStudentParticipationProgSvcs RefGradeID).

From 3.4.1.13 Birthdate

4. A student over 21 years of age will not receive funding for SPED services. A student beginning SPED services when he's over 21 will be rejected.

ERROR message -44334: Student over 21 cannot receive SPED services.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

8. A student must be at least 3 years minus three months old to receive funding for SPED services. If he is not going to reach PS-eligible age before the end of school, he will be rejected.

ERROR message -44335: Student under 3 cannot receive SPED services.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

From 3.4.1.23 Grade.

4. *Student must be **at least** 6 years old before January 1st of the current school year to attend grades higher than Kindergarten. Otherwise, student will not generate funding. Exception: A KG-age child MAY receive ADM funding for grade UE if he's got an active SPED Group B service.* If the birthdate makes the student less than 6 years old before January 1st, then the student must be reported in grades KG, UE or PS.

ERROR message -44336: Students younger than 6 must be in grade PS, KG, or UE.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

5. *Student must be **at least** 5 years old before January 1st of the current school year to attend Kindergarten. Otherwise, student will not generate funding.* If the birthdate makes the student less than 5 years old, then the student must be reported in grade PS.

ERROR message -44337: Students younger than 5 must be in grade PS.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

10. *Student must be **less than** 5 years old by September 1st to attend Preschool. Otherwise, student will not generate funding. **Additional rule added fiscal year 2001-2002.*** If grade is PS, the student must be younger than six years old.

ERROR message -44338: Student in preschool must be younger than 6.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

3.2 SPED DORs

In the Needs area, currently the concept of DOR is only relevant for Special Education. For all other Needs, funding and reporting is attributed directly to the school. Logically a student's DOR for special education services should be the same as his DOR for Membership. However, SAIS must allow districts to specify a SPED DOR separately because a student may receive SPED services from the state of Arizona while obtaining regular instruction outside the public school system.

SPED DORs are associated with an individual SPED service.

The following rules will synchronize the SPED DORs. Some rules relevant to SPED DORs can be found earlier in section **3.1 Student Counts Needs Rules**.

3.2.1 MULTIPLE CONCURRENT DORs

The validations in the earlier section concern a single membership only. This validation concerns students having more than one membership occurring at the same time. The intention is to inform districts when DOR anomalies exist.

1. When the DOR for concurrent Membership and SPED are different, notify the DOR for ADM.
*This validation is provided for informational purposes only: it will be performed as part of **2.4 Multiple concurrent DORs with Membership Integrity Processing**.*

WARNING message -243101: This student was also reported for SPED services with a different DOR.

2. If concurrent Memberships for a single student are reported with different DORs, notify all DORs.
*This validation is provided for informational purposes only: it will be performed as part of **2.4 Multiple concurrent DORs with Membership Integrity Processing**.*

WARNING message -243102: This student was also reported for ADM elsewhere with a different DOR.

3. If concurrent SPED services for a single student are reported with different SPED DORs, notify all SPED DORs.

WARNING message -244103: This student was also reported for SPED services elsewhere with a different DOR.

3.2.2 OVERLAPS OR GAPS BETWEEN SPED DORs

Any student with a Service not having a single DOR value for every single day of that membership, will not contribute toward Needs counts or any funding calculations for that school.

1. For each SPED service, ensure that there are no gaps for a DOR: that there is a SPED DOR specified for each valid school day.

ERROR message -44340: There is no SPED DOR specified for all or part of this SPED Service.
Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

2. For each SPED service, ensure that there are no overlaps: that there is only one SPED DOR specified for each valid school day.

ERROR message -44341: There is more than one SPED DOR specified for all or part of this SPED Service.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

3.2.3 SPED DORS OUTSIDE SERVICE DATES

If a SPED DOR is found to exist before a given SPED Service start date or past its end date, SAIS will not issue a message. The days outside the Service period will be ignored by the aggregation process.

3.3 OVERLAPPING SERVICES FOR A SPED NEED

Overlaps for services for a single Special Education Need is not allowed in SAIS. For example, only one service may exist for the SPED Need of "Hearing Impairment" at any one point in time. Following are examples of overlaps of SPED Needs.

This process is virtually identical to **4.1 Overlapping Programs for a Language Need**.

| <i>data</i> | 9/1 | 10/1 | 11/1 | 12/1 | 1/1 | 2/1 | <i>disposition</i> |
|------------------------|-----|------|------|------|-----|-----|---|
| Need HI, any service | | | | | | | |
| same need, any service | | | | | | | ERROR: a service for this need already exists on SAIS |

| <i>data</i> | 9/1 | 10/1 | 11/1 | 12/1 | 1/1 | 2/1 | <i>disposition</i> |
|------------------------|-----|------|------|------|-----|-----|---|
| Need HI, any service | | | | | | | |
| same need, any service | | | | | | | ERROR: a service for this need already exists on SAIS |

| <i>data</i> | 9/1 | 10/1 | 11/1 | 12/1 | 1/1 | 2/1 | <i>disposition</i> |
|------------------------|-----|------|------|------|-----|-----|---|
| Need HI, any service | | | | | | | |
| same need, any service | | | | | | | ERROR: a service for this need already exists on SAIS |

| <i>data</i> | 9/1 | 10/1 | 11/1 | 12/1 | 1/1 | 2/1 | <i>disposition</i> |
|------------------------|-----|------|------|------|-----|-----|---|
| Need HI, any service | | | | | | | |
| same need, any service | | | | | | | ERROR: a service for this need already exists on SAIS |

If **services** for a single SPED Need overlap,

ERROR message -44349: There is more than one program/service specified at a single point in time for this need.

Integrity failure:

- If service is within the **State Funding Reporting Period**: SPED State Funding.
- If service is on the **SPED Census Reporting Date**: SPED Census.

3.4 MULTIPLE GRADES OR SERVICES

The following conditions will be tracked by ADE, as they are probably indicative of training issues at the school or district level.

- *a student reported in more than one grade in a single school year*
- *a student reported in more than one service type at a single point in time*

For each student.

If the student is in more than one **SPED service** in the same **district** during the school year
AND if the student is reported in more than one **grade** during the year

WARNING message -244305: This student shows more than one grade during the school year.

If the student is in more than one **SPED service** in the same **district** during a single point of time
AND if more than one **SPED service code** is reported during that time,

WARNING message -244307: This student shows different service types for SPED services occurring at the same time. This could result in funding other than the district expects.

4 Integrity Checking Processes: Language Needs

Following is the Integrity Checking Process necessary for the Language Needs area, which includes both Assessments and Language Program Participation.

4.1 OVERLAPPING PROGRAMS FOR A LANGUAGE NEED

Overlaps for programs for a single Language Need is not allowed in SAIS.

This process is virtually identical to 3.3 **Overlapping Services for a SPED Need**.

| <i>data</i> | <i>9/1</i> | <i>10/1</i> | <i>11/1</i> | <i>12/1</i> | <i>1/1</i> | <i>2/1</i> | <i>disposition</i> |
|------------------------|------------|-------------|-------------|-------------|------------|------------|---|
| Need LEPS, any program | | | | | | | |
| same need, any program | | | | | | | ERROR: a program for this need already exists on SAIS |

| <i>data</i> | <i>9/1</i> | <i>10/1</i> | <i>11/1</i> | <i>12/1</i> | <i>1/1</i> | <i>2/1</i> | <i>disposition</i> |
|------------------------|------------|-------------|-------------|-------------|------------|------------|---|
| Need LEPS, any program | | | | | | | |
| same need, any program | | | | | | | ERROR: a program for this need already exists on SAIS |

| <i>data</i> | <i>9/1</i> | <i>10/1</i> | <i>11/1</i> | <i>12/1</i> | <i>1/1</i> | <i>2/1</i> | <i>disposition</i> |
|------------------------|------------|-------------|-------------|-------------|------------|------------|---|
| Need LEPS, any program | | | | | | | |
| same need, any program | | | | | | | ERROR: a program for this need already exists on SAIS |

| <i>data</i> | <i>9/1</i> | <i>10/1</i> | <i>11/1</i> | <i>12/1</i> | <i>1/1</i> | <i>2/1</i> | <i>disposition</i> |
|------------------------|------------|-------------|-------------|-------------|------------|------------|---|
| Need LEPS, any program | | | | | | | |
| same need, any program | | | | | | | ERROR: a program for this need already exists on SAIS |

If **programs** for a single Language Need overlap,

ERROR message -44348: There is more than one program/service specified at a single point in time for this need.

Integrity failure:

- Language / Group B

4.2 MISSING MEMBERSHIP FOR A LANGUAGE PROGRAM

If a **program** has been submitted for a student who does not have a Grade Membership in the same fiscal year, (NOTE: If no Grade Membership is available at the entity providing the language program, a Grade Membership for a membership at another entity in the same fiscal year is acceptable.)

Grade is essential for Language reporting, and it is not available in the Language Needs section of SAIS.

From a business standpoint, any child receiving language services should be receiving regular instruction from the state. Therefore, if a language program participation is found for a Needs-only student (the student has no membership, and hence no Grade Membership for the fiscal year), then this would be an error and should not count toward funding or on reports.

ERROR message -@@: This language program participation requires that this student have a membership in SAIS for the same fiscal year.

Integrity failure:

- Language / Group B

Appendix A: Notes on Certificates of Educational Convenience

Certificates of Educational Convenience (CECs) are issued by school districts to provide relief for students in very specific circumstances and who need to attend a school outside their district of residence. CECs incur additional State funding. There are two types of CEC available: CEC-A and CEC-B. They apply to both Membership and to Needs.

CEC-A

The rules for CEC-As are defined in ARS §15-825 (A). The following students are eligible for a CEC-A:

- students who are precluded by distance or lack of adequate transportation from attending a school within their own district, including out of state
- students residing in unorganized territories and attending school in another district.

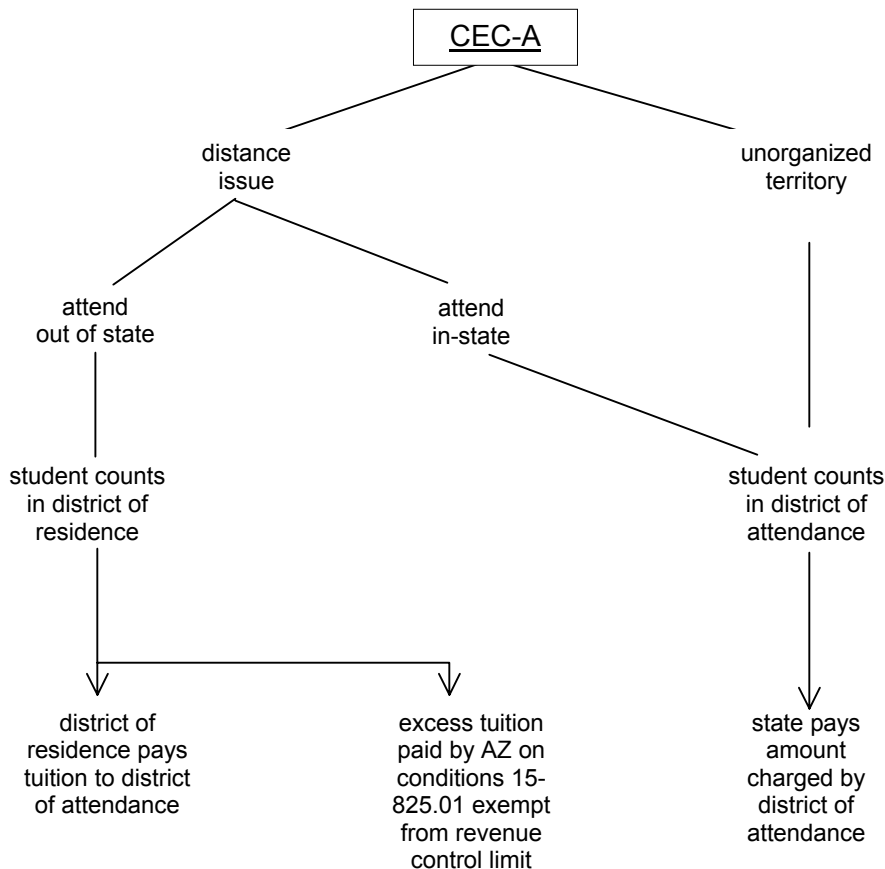


Figure 1 CEC-A Eligibility

CEC-B

The rules for CEC-Bs are defined in ARS §15-825 (B). The following students are eligible for a CEC-B: students who reside in

- a state rehabilitation or corrective institution;
- a foster home or child care agency or institution which is licensed and supervised by the Department of Economic Security or Department of Health Services;
- a residential facility operated or supported by the Department of Economic Security or Department of Health Services;
- under the supervision of the Department of Juvenile Corrections in a residence pursuant to the interstate compact on juveniles.

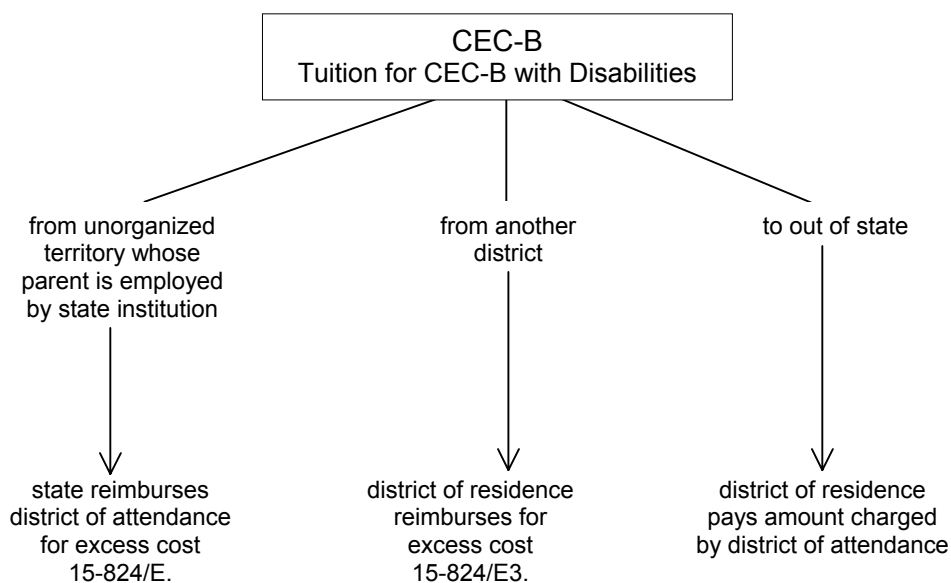
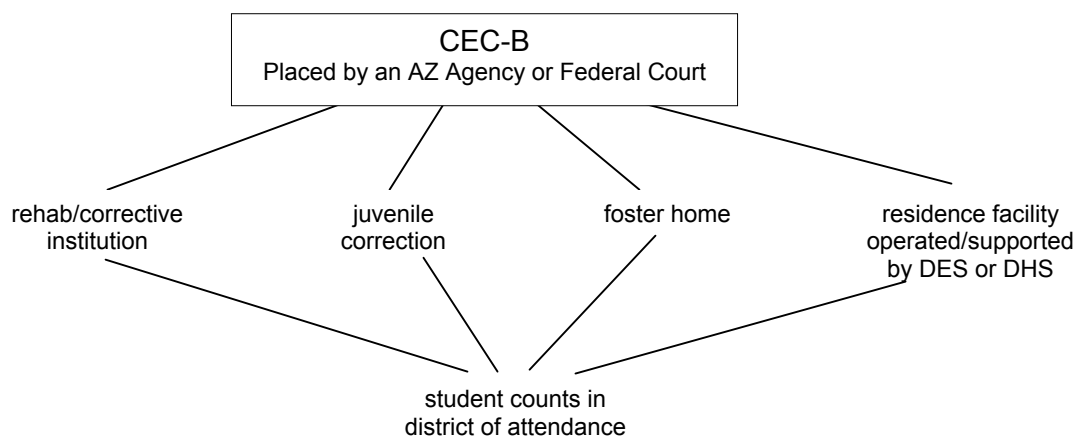


Figure 2 CEC-B Eligibility

Appendix B: Relevant Arizona Statutes

Title 15 of the Arizona Revised Statutes (ARS) deals with education. The following individual statutes are relevant to State funding and, thereby, the Integrity Checking Processes. They are listed here for reference purposes only. The statutes themselves are not quoted here since the content is subject to change by the legislature. The titles are current as of September 2000. See the most current version of these statutes for correct information.

STATUTES RELATED TO STATE ADM FUNDING

Admission Requirements

Article 2. Admission Requirements

ARS § 15-821 Admission of children; required age

ARS § 15-824 Admission of pupils of other school districts; homeless children; tuition charges; definitions

ARS § 15-825 Certificate of educational convenience; issuance; effect on enrollment records

ARS § 15-825.01 Certificates of educational convenience; pupils attending out-of-state schools

ARS § 15-827 Presentation of withdrawal forms

ARS § 15-828 Birth certificate; school records; exemption

Paragraph G addresses disclosure of educational records by the school district or charter school

Attendance

Article 1. School Year and Attendance Requirements

ARS § 15-801 School year; school month; holidays

ARS § 15-803 School attendance; exemptions; definitions

School District Budgeting (full-time equivalency participation requirements)

ARS § 15-901 Definitions

ARS § 15-902 Determination of student count

ARS § 15-902.2 Optional two hundred day average daily membership calculation

Student Age and Grade (see also the items related to Admission Requirements above)

ARS § 15-821 Admission of children; required age

ARS § 15-901 Definitions

Charter Schools

ARS § 15-185 Charter schools; financing; definitions

Paragraph C addresses splitting funding for charter school and a public school

JTEDs

ARS § 15-393 Joint technological education district governing board

ARS § 15-

Language

Article 3.1 English Language Education for Children in Public Schools

ARS § 15-751 Definitions in this article

Miscellaneous

ARS § 15-941 Teacher experience index; computation; definition

ARS § 15-942 Adjustment for rapid decline in student count

ARS § 15-943 Base support level

this includes the Group B weighted student count calculation

STATUTES RELATED TO SPECIAL EDUCATION

School District Budgeting (full-time equivalency attendance requirements)

ARS § 15-901 Definitions

Student Age and Grade (see also the Student Age and Grade-related items above)

ARS § 15-761 Definitions

ARS § 15-771 Preschool programs for handicapped children; definition

ARS § 15-1181 Definitions

ARS § 15-1181 is related to Voucher programs only

ARS § 15-1343 Persons entitled to education

ARS § 15-1343 is related to Arizona School for the Deaf and Blind (ASDB) only

ARS § 15-1344 Authority for enrollment of children under three years of age; definition

ARS § 15-1344 is related to Arizona School for the Deaf and Blind (ASDB) only

ARS § 15-1345 Overage and nonresident students; deposit

ARS § 15-1345 is related to Arizona School for the Deaf and Blind (ASDB) only

STATUTES RELATED TO SAIS

Article 8. Student Accountability Information System

ARS § 15-1041 Student Accountability Information System

ARS § 15-1042 Time line; student level data; definition

ARS § 15-1043 Student level data; confidentiality

Issues

- | |
|--|
| 1. All symbols "@@" will be replaced with system message numbers when they are assigned. |
|--|